

BRICK & STONE

G R A P H I C S

www.brickstonegraphics.com

Ordering Instructions

To avoid errors/delays, please use the following guidelines when preparing orders.

- There are several formats you may submit your brick orders to us.
 - * You can submit a copy of each order form the customer filled out
 - * You can send in the orders on an excel worksheet or in word format
- To avoid errors, write the name of the logo in the space provided.
- Attach a copy of the logo sheet used for the campaign when submitting planner.
- Include punctuation on the order form (e.g. periods between initials, periods after abbreviations, etc. Each comma, hyphen, and period counts as a space.)
- Use the “&” sign instead of the word “and”
- Use capital letters ONLY – print, not script.
- Allow one blank box between each word. This blank will count as a space.
- Separate orders by logo (football, cheer, no logo, etc.), check for legibility and number each order. Do not duplicate numbers. We will use the same numbering system that you used to number your orders. This number will be written on the back of each brick, making it easier for you to check them in upon receipt. The numbers will also help you with special installation designs.
- Most orders take 2-4 weeks. Make copies for the contact person in case there are questions and to be able to proof the orders.
- The formula for knowing how many bricks you will need for the area you are working on is - 4.5 Bricks = one square foot (4.5 x sq.)
- We are a distributor for Pavestone. We will be able to send your blank bricks with your order if you need them. You will need to use the formula to decide how many you will need. We recommend you install your bricks in a sand bed, so that you can remove the blank bricks and replace with new engraved bricks with each campaign.

Engraved Bricks

- Use only one logo per brick.
- On Style (with logo) all words will be left justified (not centered). There are no exceptions due to the amount of space available when logos are used. Orders without logos will be automatically centered.
- Only approved logos will be used. On 4’x 8’bricks, logos must be designed with few details due to the size of the brick. If you request a logo we do not have you may submit the camera ready artwork with the order and we will see if it will fit and get back with you if there is a problem.

Engraved Tiles – 6”x12”, 8”x8, 12”x24”, and 24x24”

- You may use two logos on 8”x 8” tiles, up to two logos on 6”x 12” tiles and up to four logos on 12”x 12” tiles.
- Layout of the tile will be designed as close to your order as possible (left justified, centered, location of logo(s), etc). If design does not fit on the size tile that is ordered, some changes may have to be made.

We will gladly correct spelling errors. The proofing process is mainly for spell checking. If you have a customer with a exceptionally long name – we will make it fit in the format. It has been our experience that the Campaign Coordinator should proof all orders instead of giving them back to each person to proof. There will be a \$ 5 charge for any changes on orders that were previously approved and initialed by the proofing committee

We are looking forward to receiving your order.