

BRICK & STONE

G R A P H I C S

www.brickstonegraphics.com

CAMPAIGN COORDINATOR GUIDELINES

- As soon as we receive your completed “Fundraising Planner,” we will begin processing your order. **We are unable to begin processing orders without the completed “Fundraising Planner.”**
- The Campaign Coordinator must provide a daytime phone number in case there are questions regarding the order. If our staff cannot reach the coordinator, a message will be left, and a “hold” will be placed on the order which may delay delivery. We also need a ship to name and address for proofs and bricks, along with business hours to ensure correct and prompt delivery.
- If your organization prepares its own order forms, please forward a copy to Brick & Stone Graphics for approval to avoid any confusion with your order. Be sure to use the “box” (□□□) set-up on the order form for letters and spaces.
- A printed copy (proofs) of the brick/tile designs will be forwarded to the Campaign Coordinator for approval approximately 10-14 days after orders are received. As soon as the proofs are received, please make any necessary corrections and initial each page to indicate approval. Approved and initialed proofs may be faxed to the number below. Please mail if there are over 30 pages. **Proofs must be returned within 2 weeks.**
- Necessary corrections will be made, and corrected proofs will be forwarded to you in approximately 3-5 days for approval.
- After all corrections have been made and approved by you, we will begin production on your order. Allow 2-4 weeks for delivery, depending upon the size of the order.
- When the order is delivered, make arrangements to have the bricks/tiles checked by your group prior to the installation. Use the number marked on the back of each brick to match to the numbers on your order forms to expedite check-in of the bricks. Allow time for any problems to be corrected or chipped/broken bricks (caused by shipping) to be replaced.
- Because Brick & Stone Graphics cannot guarantee any brick that has grout embedded in the engraving, please be sure to cover all engraved bricks with a high quality masking tape before grouting. 2" 3M brand masking tape works well and will withstand the wet grout.
- We have color photos of completed jobs available.
- Engraved benches have become very popular as an additional product with brick/tile installations. In many cases, there are businesses that will donate benches engraved with their company logo to show community support, to honor administration, in memory of someone, etc.
- The paint that we use is permanent -- the same as that used on submarines and monuments.
- **Refer to “Ordering Instructions” on the other side of this page when completing and submitting orders.**