

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.

- Use a separate page for each order.
- 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.)
- Use the “&” sign instead of the word “and.”
- Use capital letters ONLY - print, not script.
- Be sure the entire letter is inside the box, with only one letter, comma, hyphen, period, etc. per block.
- 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 3-5 weeks. Send us the original order forms. Make copies for the contact person in case there are questions.
- When mailing orders, include a 50% deposit with the order. Blank brick costs will be included on your final invoice.

Engraved Bricks

- Use only one logo per brick.
- On Style 2 (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 may be used. On 4"x8" bricks, logos must be designed with few details due to the size of the brick.

Engraved Tiles - 6"x12", 8"x8", 12"x12", 12"x24", and 24"x24"

- You may use two logos on 8"x8" tiles, up to two logos on 6"x12" tiles and up to four logos on 12"x12" 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. However, there will be a \$5.00 charge for any design changes after the order is entered. The proofing process is mainly for checking spelling. It has been our experience that the Campaign Coordinator should proof all orders instead of giving them back to each person to proof. Often, customers change their minds after seeing all the bricks, and this creates more work for the person in charge of the program. There will also be a charge for any changes on orders that were previously approved and initialed by you.

We are looking forward to receiving your order!