

### ORDER FORM

Strike off required—\$150 per strike off charged to requestor's Trivantage® account.

Today's Date	Name of Trivantage Representative for Project
--------------	---

#### 1. WIDTH & YARDAGE

59-inch    77-inch    Est. Total Yardage \_\_\_\_\_

#### 2. DESIGN

1-sided print    2-sided print

Solid

Pantone color(s) \_\_\_\_\_  
Physical sample/example provided

Stripe

Standard 3" width  
Custom stripe (sample included)

Image

Image included with form:  
Digital media (flash drive, email, etc.)  
Printed image

#### 3. STRIKE OFF SHIPPING INFORMATION

Return details

Attention \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Shipping method

UPS Ground (prepaid or invoice)  
Other \_\_\_\_\_

Requested due date for strike off \_\_\_\_\_

Requested project due date \_\_\_\_\_

Standard lead time is three weeks upon approval of artwork.

#### 4. SUBMIT THIS FORM

Email: CustomerService@trivantage.com  
Fax: 919.222.2222

Trivantage  
226A Glen Raven Road  
Burlington, NC 27212

PO # *Internal Use Only*

### Image Submission Guidelines

#### Accepted File Formats

TIFF, PDF, EPS, AI, PSD

#### Accepted Media

We accept files on CD, DVD, and USB and also have an FTP available for file uploads. When submitting files online we suggest using a file sharing tool such as Dropbox or WeTransfer. If you have any question or need help formatting your files correctly, please contact us.

#### Order Requirements and Artwork Guidelines

- Image resolution must be 300dpi or higher. Please do not submit images pulled from a website, as these images will likely be low resolution and unusable.
- If you have a color you need to match, include a sample of that color or a PMS number for us to match to.
- Dimensions must be clearly noted for all orders, as well as contact info, and any other written instructions.
- Make sure you have a copy of your file.

#### Vector Art Setup

- For vector based files be sure to convert all fonts to outlines or include the font files separately.
- Make sure all images are embedded in the file or include the image files separately.
- Files should be in RGB or CMYK working space with no color profiles embedded.
- EPS or AI files are preferred for vector files.

#### Raster/Bitmap Setup

- Preferred file formats for raster/bitmap images are PSD, TIFF or PDF. We cannot guarantee color accuracy of JPEG images due to the compression of the color gamut.
- File resolution should be 300dpi or higher.
- Files should be in RGB or CMYK working space with no color profiles embedded. For best results, CMYK is preferred.

By submitting artwork for printing, you agree that you either own the artwork yourself, or that you have permission to print the artwork, and that the artwork and its proposed use does not infringe the rights of any party. By submitting the artwork you are granting us a license to print the artwork. You further agree to indemnify and defend Glen Raven from all damages, costs, or expenses, including attorney's fees, arising out of any claim by a third party that the artwork infringes a copyright or other intellectual property right of a third party.