

The Artwork Approval Form

DO NOT send back this form blank. It **all MUST** be filled out- even on repeats!
We **WILL NOT** begin production until this form is completed.

A Note from the Manufacturer:

The client is responsible for ordering the correct board size, orientation, foreign language translations, frame type, spelling, punctuation, grammar, variable data, layout, logos, graphics, colors, etc. These elements can be checked using the two PDF proofs provided.

To assist you in proofing your artwork, page 2 of this file is an **Artwork Proofing Worksheet**. We highly recommend you use the worksheet to make sure that your artwork is exactly as you want it before signing this form. Please take your time! These boards are costly, last a long time, and cannot be modified once manufactured. Please don't rush through the review/approval process.

The "Artwork"

Use the **PDF files** you received via email when filling this section out. **See diagram to the right for reference.**



Layout: Artwork #: A _____ Revision # of Artwork: R _____ Quantity of Boards Ordered: _____

AXXXX-rX-XXxXX-XXX-f.pdf

AXXXX-rX-XXxXX-XXX-f.pdf

Size: How tall (top to bottom) is the board (in inches): _____ " How wide (left to right) is the board (in inches): _____ "

Frame: The frame type you have chosen is: _____

Be certain of yours frames style, material, mounting and size!

AXXXX-rX-XXxXX-XXX-f.pdf

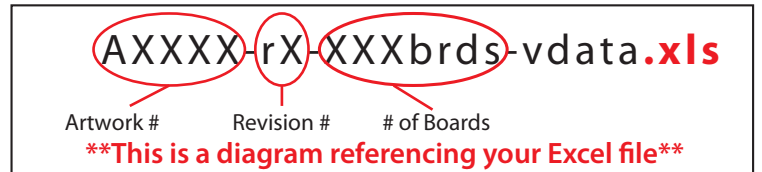
Trays are uncommon and costly. Did you order a tray? Yes No

I have proofread the text and hereby approve the grammar, syntax, spelling, and punctuation on the board.

I have carefully inspected the graphic elements including dividing lines, clip art, logos, and colors and hereby approve the quality, alignment, and appearance of the board.

"Variable Data"

Variable data (pre-printed room and phone numbers that vary board to board) is an optional service. If ordered, use the **Excel file** you received via email when filling this section out. **See diagram to the right for reference.**



There is **no** variable data. Every board for this layout will be exactly the same.

There **will be** variable data on my board.

I have reviewed the provided excel file proof of the variable data spreadsheet and hereby approve the format, content, and accuracy of the data.

Revision # of Excel file: _____ Quantity of Boards with variable data: _____ # of Blanks: _____

AXXXX-rX-XXXbrds-vdata.xls This Excell r# is normally different than the Layout r# in Artwork section!

By signing this approval, I understand that the boards are custom made and are not returnable for any of the approved items on this form. I understand that I will get exactly what I am signing off on and I will accept what I have approved. I understand that any deviations or defects from the approved artwork will be replaced at Indoff's expense.

Your Signature and Date

Your Supervisor's Signature and Date (Optional)

Purchase Order Number from Purchasing or Materials Dept. (Optional)

Purchasing Organization, Company, or Hospital

Fax: 860-632-2028

Email: ahutton@ahutton.com
Phone: 860-632-2026

Indoff  **Hospital Boards**

This checklist will help you to ensure that your layout is perfect before you give us the approval to go to print. Carefully review the PDF proofs we have provided, using this checklist as your guide.

Understanding our File Names:

We'll use the following file name as an example: **A9999-r1-OAF-f.pdf**
 The number that begins with an "A" is your **Art Number**. In this case, "A9999".
 The **Revision Number** is indicated by a letter "r" followed by a number. In this case "r1".

Further details specific to the file follow after the revision number, and are usually not used by the customer.

HIPAA and CMS

I have checked the board for HIPAA and CMS compliance with our responsible internal managers.

Size: 9" x 12" 12" x 18" 18" x 24" 20" x 30" 24" X 36" 30" x 40" 36" x 48" other or Custom: _____ x _____

Framing: Black Plastic Changeable Ohio Alum. EZ-Hang Wooden Custom _____ None Skin only

Graphics:

- | | |
|--|---|
| <input type="checkbox"/> Dividing Lines are consistent, with no gaps or spaces | <input type="checkbox"/> Colors are accurate |
| <input type="checkbox"/> Images are clean and sharp, not pixilated or blurry | <input type="checkbox"/> No stray or out of place elements |
| <input type="checkbox"/> Icons, logos and other images are correct | <input type="checkbox"/> Images are aligned horizontally and vertically |

Text:

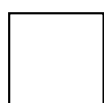
- | | | |
|--|---|--|
| <input type="checkbox"/> Font(s) are consistent in size and type | <input type="checkbox"/> Spelling is correct | <input type="checkbox"/> Spanish/Other Language Correct |
| <input type="checkbox"/> Text is aligned horizontally and vertically | <input type="checkbox"/> Punctuation is correct | <input type="checkbox"/> All requested text present |
| <input type="checkbox"/> Capitalization is correct | <input type="checkbox"/> Grammar is correct | <input type="checkbox"/> No stray or out of place elements |

Variable Data Spreadsheet (Optional):

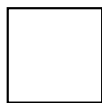
- All data is correct Font name and size are clearly detailed Total Quantity matches my order

Usability &:

- The text is legible from my required distance There is room to write in each field with a dry erase marker
- I have decided if the boards are or are not **getting trays**
- I have printed, assembled and tested the full scale PDF proof
- I have reviewed this checklist with at least 1 other person
- The person/people who will be using the board have carefully reviewed the proofs
- The maintenance team is aware of the size and **installation requirements** for the frame type being ordered



Checked!



Double Checked!

Quote Form FAQ Please Read!

- **Board Size:** Size we have listed is the nominal size. Most boards will have an outside of frame dimension that is from ¼” to ¾” of an inch larger. If fit is critical call us with dimensions!
- **Frame Types:** --- Web site has full pictures and mounting information.
Plastic- It’s is lowest cost but has no built in mounting.
Our COAF allows changing your layout in the future and no cost now. It is our economical aluminum frame that comes with D-Rings, a better looking and stronger mounting can be obtained by our optional L-Brackets(highly recommended).
EZ-Hang Aluminum (EZ) is our premium aluminum frame that looks richer and has a totally hidden mounting system.
- **Mounting of Boards:** The plastic, Ohio aluminum and EZ hang all mount to walls differently. Please have a discussion with us before ordering to make sure you understand the differences. Also discuss with your maintenance department.
- **DaPlus film Overlay:** This is our proven chemical resistant surface that is absolutely needed in hospital environments to take day in and day out disinfectant cleaning.
- **Variable Data (VD):** This is an optional feature where we make each board unique with its own room and phone number permanently printed on the board. Saves nurses from rewriting at each cleaning.
- **Layouts are free:** Our full time graphic artist will make you board look fantastic and serve your needs. Get started now!
- **Trays:** Available with both aluminum boards but very rarely used in hospitals. Call to discuss if you want them so we can go over pitfalls with you.
- **Go to Press Charge:** This is for each new board we make and is waived on repeat orders.
- **Lead Time:** Lead time noted starts after we have the purchase order, credit approval and signed approval form returned to us. Take your time on approving the layouts. They are not changeable after being made.
- **Pricing per board:** Our prices (on www.ahutton.com) apply to all hospitals and are based on size of board, frame type, options such as L-brackets, custom size and variable data. **Quantity** is a major factor. We can sell you 1 board but pricing below 20 per order is much more expensive. We base pricing on the total number of boards on a PO (or a grouped batch of PO’s). The total quantity can be a mix of boards with different layouts, different sizes and different frames. In short, you will save a lot on shipping and board price by ordering for multiple departments and floors at one time.
- **Markers and Magnetic Marker Rings:** We can bundle with your order and have black or 4-packs with black, blue, red and green.