



iZone® Project Checklist

Submitting Artwork

- Make sure we receive your signed *Terms Sheet* and *Deposit* or *Credit Card Information*.
We cannot start your project without this information.
- Send all documents and files to:
iZone
2526 Charter Oak Drive, Suite 100
Temple, TX 76502

Digital Artwork

Refer to the *iZone Design Guide*, available on our website: www.izoneimaging.com

Proofs (a.k.a., "Lab Tests")

- When sending your files and color prints, indicate which area of a typical file you would like proofed in laminate. *Lab Tests* cost \$35 each, plus shipping. You can save money by picking a "typical" file, showing the background color, text and any particularly challenging images. Standard size of *Lab Test* output is 9" x 15".
- We recommend that you order a scaled, tabloid-sized paper proof of each of your files to ensure accuracy. The fee for each is \$7.00. *If you decline paper proofs for content check, iZone cannot be responsible for subsequent file output errors.*
- You will receive Lab Test proofs within 5-7 days. It will be a thin piece of actual laminate so you or your customer can approve the appearance of the actual job before production. Note changes required, if any, and fax back the accompanying form within the time specified to avoid delaying the job.
IMPORTANT! The clock stops when the proof is in your possession!
Please respond as soon as possible!
- Proofs are a vital part of custom graphic production. We recommend that you view at least on Lab Test proof in order to approve color and resolution prior to production.
IMPORTANT! If you request that Lab Test proofs not be produced, iZone will provide its best color and resolution match. The final, shipped panels will be deemed acceptable to the buyer.

Finishing and Shipping Your Project

- Make sure we have clear instructions on where to ship your project, especially if the shipping address differs from the billing address. A physical street address is required, not a PO Box.
- Be sure to include a location template or pattern if your panels require threaded inserts for mounting. To save time, you may include them as part of an electronic file transfer.
- Make sure to provide all specific finishing details as part of the order. This will also save time.
- Let us know in advance of any special delivery instructions, such as a call prior to delivery or to deliver on a lift-gate truck.
- We will add freight costs to your invoice. Allow five or six days for the most economical shipping.

- ❑ Freight claims due to goods damaged in transit are YOUR responsibility. Inspect the crate thoroughly. Open damaged crates while the driver is still present. Notify us immediately. We will assist you to make the claim to the freight carrier because freight is shipped on our account. Quick action on your part will allow us to immediately begin work on replacement panels.
- ❑ Inspect the panels carefully well prior to installation. You have 14 days from date of receipt to call us with concerns or claims due to defective workmanship.

Quotes and Billing

- ❑ Our quote must be approved by the person responsible for authorizing payment. We must know who this person is before we begin the project, including name, address, phone and fax numbers. In the absence of any other name, the person who signs the quote will be invoiced.
- ❑ Please indicate clearly if the delivery address is different from the billing address. Failure to provide this information can result in delivery delays.