

***Impact Graphics & Signs (IGS) would like to thank you for the opportunity to design and manufacture your sign project. In order to serve you better, please review our Terms & Conditions. If you have any questions or concerns, please feel free to contact us.***

**Angelo Veraldi :: [angelo@igsvail.com](mailto:angelo@igsvail.com)**

**Fred Mcloota :: [fred@igsvail.com](mailto:fred@igsvail.com)**

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### **PROOFS / QUOTES ::**

IGS will prepare proofs for review prior to your approval for production - all proofs / quotes are good for 30 days. If you decide not to move forward with the sign project, you will be billed for the design and administrative time involved to prepare said proofs.

Please review your proof for accuracy of spelling, colors, size & content. Once signed-off on, errors & their correction are the customers responsibility. Images shown are representations only. The proportions, colors and clarity may vary on actual product, depending on method of fabrication. If you are unsure of anything, please call to discuss.

### **DESIGN ::**

In order to minimize art & design charges; logos, artwork or layouts must be provided in a preferred format such as those listed below. There will be a minimum design / handling charge of \$ 15.00 per job, plus any additional time required for revisions or manipulations to prep logos / files for production based on our hourly rate of \$ 85.00. All designs & concepts are the property of IGS and cannot be used without written consent.

**Preferred Formats ::** Adobe Illustrator (.ai, .eps - create outlines for fonts), Corel Draw -version 12 (.cdr), Window Metafile (.wmf)

**Digital-Printing Formats Only ::** Adobe Photoshop (.psd), jpeg & tiff files. Modifications to these types of files are time consuming and will be based on our hourly rate. Resolution must be a minimum of 150 dpi at actual size. Please contact us for details on image size & resolution. or any other questions you may have.

**Unacceptable Formats ::** internet or web files, gifs, png's

### **INSTALLATION ::**

IGS will install all signs at a rate of \$ 85.00 per man, per hour. If a lift or crane is required, we will provide a written estimate. Posts and miscellaneous hardware will be additional and calculated at the end of the installation, unless otherwise noted.

### **PERMITS ::**

It is the sole responsibility of the customer to be aware of and apply for any necessary permits, or to obtain approval from Property Management, Associations, etc. IGS will provide drawings, photos & specifications to facilitate this process for a fee of \$ 180.00.

### **PAYMENT ::**

All signs under \$ 400.00 will be COD. Signs over \$ 400.00 require a 50% deposit payable by cash, check, Visa or MasterCard. Taxes and shipping are not included in pricing. Work will not begin until a signed approval & deposit is received or other arrangements have been made.

### **PRODUCTION TIME ::**

We do our best to expedite your project. Custom signs can take from seven to twenty (7-20) working days, depending on approved product, from receipt of deposit. This does not include the time involved in preparing a proof / quote for your approval. If you need your signs sooner, let us know and we will do what we can to accommodate you. Rush charges may apply.

### **GUARANTEE ::**

All products / installations are guaranteed for one (1) year against defects in materials, under normal conditions.

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date

to

phone

company

email :: fax

from

Angelo Veraldi

re :: file

In order to ensure the best service for our customers, we ask that you complete this pre-production checklist. If it is correct mark yes, if it is not mark no. Errors & their correction are the customers responsibility once signed-off on

	YES	NO	N/A		YES	NO	N/A	
<b>layout</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>colors</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>corrections ::</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<b>size</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>quantity</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>material</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>installation</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>spelling</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

Proof, Specifications and Terms &amp; Conditions accepted by ::

☐ as submitted

☐ w/ changes

☐ new proof

Sign Here

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p :: 970.926.9449  
f :: 970.926.9399

angelo@igsvail.com  
www.igsvail.com

PO Box 2574  
Edwards, CO 81632