



STEP BY STEP PROCESS FOR BOUNDARY MARKER ORDERS

- 1. Everything is custom made.** The minimum order is 100 pcs. If you are able to purchase a larger quantity, then the per piece price lowers. It is advantageous to order the largest quantity that you can afford when placing the order. Once the order has started in production, we cannot make changes.
- 2. Design.** How do you want your marker to look? What should it say?
Many customers don't know where to start. We can help. We have many examples of "clip art" that we can customize especially for you.

Nature scenes, trees, leaves, birds. Give us your ideas and we can show you many examples to fit the bill. Add your town or trail name to customize it.

Town seals are often used; if you would like to go that route, we need you to provide us with the best quality art you have in a .pdf or .tiff file. The better quality art we receive from you, the better the final product.

Need something more generic? Sometimes a simple colored dot to mark a trail, or an arrow is the right choice. We can show you many examples.
- 3. Writing up the order.** We need the quantity and the general design ideas to write out an acknowledgment (estimate) of your order. We cannot start any artwork unless we have an order. That means that you are ready to have your markers made and delivered within the next 2-3 weeks. We cannot supply proofs for presentation purposes only.
- 4. Proofs.** Once an idea has been decided on and an order written, we will generate a proof. This will show you exactly what your marker will look like when it is printed. It will be correct for design, font and color. This is your chance to make changes before we produce your order. Once a proof is started, you cannot change your design concept. Fine tuning is what we are after. Any excessive requests for proofs (more than 3) will be charged an art fee.
- 5. Approval.** Once you have approved the art, we will make your order. Production usually takes 12-15 business days. We ship via UPS ground. UPS shipping charges will be added to your final invoice. This is the only additional cost. Your order will ship to you first. I will send an invoice with the UPS charges added, then payment is expected within 30 days of the receipt of the invoice.
- 6. Payment.** After you receive your final invoice, after order has shipped, payment is expected within 30 days. Checks are the preferred method. We also offer PayPal. You do not need a PayPal account to pay through PayPal. You can pay with Visa, MasterCard, American Express, Discover or your PayPal Account. I will send you a W-9 for your accounts payable department.