

# THANK YOU

Thank you for choosing Encompass as your state-of-the-art signage provider! We appreciate you entrusting us with your project. We strive to provide you with high-quality, timely and precise signage with each and every order. To get started on your order, there are a few things we need from you to ensure streamlined production of your project, enabling us to meet your deadline.

## LET'S GET STARTED

### ☐ 50% Down Payment

1. We accept checks and ACH. Please send all payments to us at;  
2401 Nevada Avenue N, Golden Valley, MN 55427  
Call us at 855.672.2201 for questions

### ☐ ARTWORK

1. Vector Files (Adobe Illustrator, .eps, editable PDF)
  - In order to build quality sign solutions, we require design drawings with quantities, materials, colors (PMS) and dimensions.
  - If you are supplying production ready layouts for each sign, please draw in full size, unless specified in the document (1:2, 1:4, 1:8).
  - Please send all files with outlined copy to preserve your designs. If your artwork file is not outlined, please provide your sales rep. with all fonts used in the design.
  - Please indicate if braille (if applicable) is correct, or Encompass needs to translate and import into the layouts/design.
    - If assistance is needed for color matching, providing design/shop drawings for approval, or braille set up and translation, our experienced staff will gladly help. Services are \$95 per hour.

### ☐ MESSAGE SCHEDULE

1. Microsoft Excel Spreadsheet Format
  - A complete list of all the signs, and only the signs within Encompass' scope of work.
  - Each sign type should have its own line that includes column headers for "Sign Type", "Room Number", "Message" (copy going on sign) & additional comments (if applicable).
  - We prefer Excel documents for all messaging and programming, if you have a question regarding your message schedule, please reach out to our sales team and they will gladly assist you!

#### EXAMPLE

Qty.	Sign Ty	Floor Level	Room No	Message 1	Message 2	Message 3
1	B	First Floor	(none)	Package	Room	
1	B	First Floor	(none)	Office		
1	B	First Floor	(none)	Game	Room	

### ☐ DONE!

1. Email complete artwork and/or message schedule, with order number and project name, to [artwork@encompasssign.com](mailto:artwork@encompasssign.com) or directly to your sales associate.

We welcome you to our team and we look forward to providing you stellar customer service!

*Adam Halverson*

President