

Ordering Guide

10110 Hwy 12, Orofino, Idaho 83544
Phone: 800-599-8371 Fax: 800-599-8372
info@asesigns.com
www.asesigns.com



This ordering guide has been prepared to assist you in compiling all of the information and specifications required to produce your order.

PLACING AN ORDER

1. Fill out an Order Specification Form (page 3) for each sign type.

A sign type is established when all of the specifications (all items on page 3) are exactly the same.

Any change in specifications such as Product Series, Color, Typestyle, must be designated as a different sign type and a separate Order Specification Form must be filled out.

2. Provide a sketch or drawing of each type.
3. Provide a sign list sorted by sign type.

PRODUCTION SCHEDULING

Orders cannot be scheduled for production until we are in receipt of all specifications and approvals.

Our standard production time is 20-25 working days. (This may vary depending on our work load at the time your order is scheduled.)

Rush charges may be assessed if we have to schedule overtime to meet your requirements.

ARTWORK

ASE's art department has the personnel to handle your art requirements.

ASE will provide custom drawings of each sign type at no charge if your order is greater than \$500.

We will accept PC compatible artwork in the following formats:

.cdr (12 or lower)
.eps or .ai (9 or lower)
.pdf
.dwg
.dxf
.tiff (in some cases)

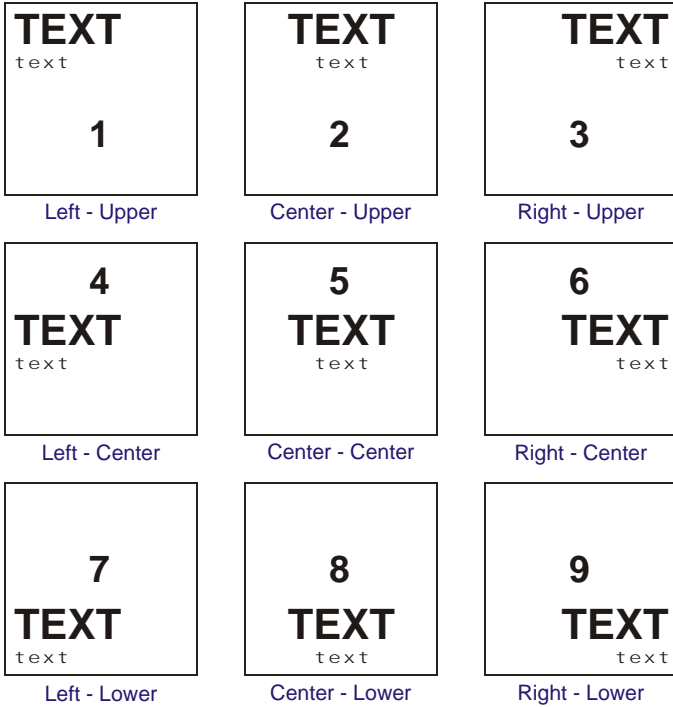
Black and white prints are also acceptable. Note that specific file formats may be required for certain ASE products. Please contact or email us at info@asesigns.com to ensure that the correct file format is provided.

Order Specification Guide

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A LAYOUT



B TYPE STYLES

Helvetica Medium, Helvetica Bold, Optima Bold, Gill Sans, Franklin Gothic

Additionally, we have hundreds of fonts in our library. If the type style you specify is not in our library we can purchase it for a fee.

C LETTER HEIGHT AND NUMBER HEIGHT

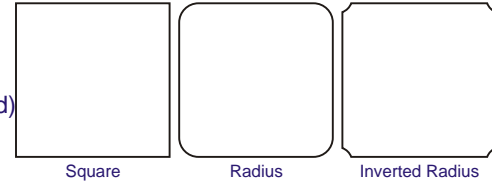
Please specify. (5/8" letter height is minimum for ADA compliance)

D CONDENSING

If the text will not fit the specified sign width we will advise you of the minimum required width... unless you have checked the box "Condense to Fit" on the ORDER SPECIFICATION FORM

E CORNERS

1/8", 3/16", 1/4", 3/8", 1/2"
 (or specify radius desired)

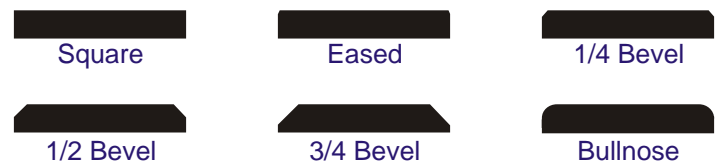


F BORDERS

Border width 3/16", 1/4", 3/8", 1/2"
 (there will be an up charge for smaller borders)



G EDGES



H COLORS

Please refer to our color chart for complete color information.

ADA compliance calls for a 70% contrast between the background and tactile (raised portion) Braille color is usually specified as the background color but is optional.

I INSTALLATION

Doubleback tape or VHB (for use on vinyl wall covering).

Screw Mount - Stand #6 or #8 screws (unpainted or painted to match background).

Tamper Proof Screws (unpainted or painted to match background).

Countersunk or Standard drill holes.

Order Specification Form

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Make Copies

Please read "PLACING AN ORDER" on page 1 of this guide

Company Name		Date
Address		P.O. #
Phone	Fax	Quote #
Contact		Date Required
Project Name		Ship Via
		W.O. #

Specification for Sign Type/Drawing # _____

Product Series: (refer to our "Product Guide")

ADA

AB700 Acry-Bond® BE100 Blast-Etched® Melamine BEFG801 Blast-Etched® Fiberglass
 IN500 Inlayed Acrylic IM600 Inlayed Melamine PE200 Poly-Etched®
 SS1000 Solid Surface EN400 Engraved Acrylic

NON-ADA

ACV900 Acrylic: Surface Paint Sub Surface Paint Surface Vinyl Sub Surface Vinyl
 Surface Screen Print Sub Surface Screen Print
 Engraved: Surface Engraved Sub-Surface Engraved
 Aluminum: Surface Paint Surface Vinyl Surface Screen
 Vinyl Decal
 Material Thickness: 1/16" 1/8" 3/16" 1/4" 3/8" 1/2"

A Layout # _____ **B** Type Style _____

C Letter Height _____ # Height _____ **D** Condense to Fit - Yes No

Reduce Letter Height to Fit - Yes No Enlarge Sign if needed - Yes No

E Corners: Square Radius Inverted Radius
 1/8" 3/16" 1/4" 3/8" 1/2" Other _____

F Borders: None Raised Sub Surface Border Width _____ Inset Width _____

G Edges: Square Eased 1/4 Bevel 1/2 Bevel 3/4 Bevel Bullnose

H Colors: PLEASE SUPPLY PAINT COMPANY, NAME & NUMBER OR CHIP Background _____ Text (surface) _____
 Braille _____ Border _____

I Installation Accessories: Double Back Tape VHB Tape (for vinyl coverings) Drill
 Countersink Standard Screws #6 #8 Tamper Proof Screws Painted Screws
 Magnetic Other _____

ATTACH LIST OF SIGNS WITH SIZES TO BE FABRICATED TO THESE SPECIFICATIONS.

MINIMUM SIGN SIZING REFERENCE GUIDE (DOES NOT INCLUDE BORDERS AND SCREWS THAT ARE INTERFERING WITH BRAILLE)

SIGN HEIGHT	LETTER HEIGHT	5/8" TEXT	3/4" TEXT	1" TEXT	1-1/4" TEXT	1-1/2" TEXT
	1 LINE TEXT	2"	2.5"	3"	3.5"	4"
	2 LINE TEXT	3-1/4"	4"	5"	6"	7"
	3 LINE TEXT	4-1/2"	5-1/2"	7"	8-1/2"	10"
	4 LINE TEXT	6"	7"	9"	11"	13"

SIGN WIDTH					
LETTER HEIGHT	5/8" TEXT	3/4" TEXT	1" TEXT	1-1/4" TEXT	1-1/2" TEXT
Multiply the total number of letters and spaces by the letter height.	.625"	.750"	1"	1.25"	1.5"

EXAMPLE

VICE PRINCIPAL = 14	14 X .625"	14 X .75"	14 X 1"	14 X 1.25"	14 X 1.5"
SIGN WIDTH =	8.75" (9")	10.5" (11")	14"	17.5" (18")	21"