



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
CHA0802

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**SHELLY MURRAY
 304-558-8801**

POST OFFICE

*C27123901 01 800-544-8428
**PANNIER GRAPHICS DIVISION
 345 OAK RD
 GIBSONIA PA 15044**

SHIP TO

**COAL HERITAGE TRAIL AUTHORITY
 NATIONAL COAL HERITAGE AREA AU
 POST OFFICE BOX 5176
 104 WILSON STREET
 BECKLEY WV
 25801-5176 304-256-6941**

DATE PRINTED 09/26/2007	TERMS OF SALE Net 30	SHIP VIA Common Carrier	F.O.B. Destination	FREIGHT TERMS Included
BID OPENING DATE: 10/31/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
<p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE COAL HERITAGE HIGHWAY AUTHORITIES TO PROVIDE INTERPRETIVE SIGN PANELS AND FRAME FABRICATION AS PER THE ATTACHED SPECIFICATIONS.</p> <p>ATTACHMENTS: 1. SPECIFICATIONS 2. PURCHASING AFFIDAVIT</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON WEDNESDAY, OCTOBER 17, 2007. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO: SHELLY MURRAY DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 EMAIL: SMURRAY@WVADMIN.GOV</p>						
0001	1	LS		550-62		
SIGNS, FABRICATION						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 800-544-8428	DATE 11/05/07
TITLE President	FEIN 1672-2297-8	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p>						

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<p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE</p>						

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TITLE President	FEIN 1672-2297-8	ADDRESS CHANGES TO BE NOTED ABOVE

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 304-558-8801**

POSTAL ADDRESS

*C27123901 01 800-544-8428
**PANNIER GRAPHICS DIVISION
 345 OAK RD
 GIBSONIA PA 15044**

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 POST OFFICE BOX 5176
 104 WILSON STREET
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 25801-5176 304-256-6941**

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<p>ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: Pannier</p> <p>DATE: 11/05/07</p> <p>SIGNED: </p> <p>TITLE: President</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
	1-800-544-8428	11/05/07	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
President	1672-2297-8		

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<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: SM / FILE 31</p> <p>RFQ. NO.: CHA0802</p> <p>BID OPENING DATE: 10/31/2007</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY 724-265-4300</p>						

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***C27123901 01 800-544-8428**
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TO CONTACT YOU REGARDING YOUR BID: <u>rlh@pannier.com/1-800-544-8428 x 220</u></p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): <u>Robin Heddaeus</u></p>						
<p>***** THIS IS THE END OF RFQ CHA0802 *****</p>						<p>TOTAL: <u>\$29,275.00</u></p>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Pannier

Authorized Signature:  Date: 11/05/07

**Interpretative Panels with Frames/Bases RFQ CHA0802
BID Form**

Item #	Description	Estimated Quantity	Unit	Unit Price	Extended Price
Item #1	Coal Heritage Area Map	5	ea	\$ 88.00	\$ 440.00
Item #2	Coal Heritage Authority Logo	10	ea	\$ 148.00	\$ 1480.00
Item #3	Interpretative Panels-Primary	15	ea	\$ 210.00	\$ 3,150.00
Item #4	Interpretative Panels-Secondary	10	ea	\$ 145.00	\$ 1,450.00
Item #5	Exhibit bases/frames	5	ea	\$ 562.00	\$ 2,810.00
Item #6	Exhibit base/frame	10	ea	\$ 552.00	\$ 5,520.00
Item #7	Exhibit base/frame	10	ea	\$ 541.00	\$ 5,410.00
Item #8	Aluminum profile	5	ea	\$ 320.00	\$ 1,600.00
Item #9	Coal Heritage Byway site Marker	5	ea	\$ 1165.00	\$ 5,825.00
Item #10	Coal heritage area map frame	5	ea	\$ 233.00	\$ 1,165.00
Item #11	Brochure Holder	5	ea	\$ 85.00	\$ 425.00
	Grand Totals			\$	\$ 29,275.00

- Failure to use this form may result in disqualification
- The quantities listed are minimum quantities and may be greater depending on the needs of the Agency. Bids will be evaluated based on Grand Total.

Freight is included
F.O.B Destination



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LINE	QUANTITY	UOP	GAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS AND CONCERNS THAT WERE SUBMITTED PRIOR TO THE DEADLINE OF 10/17/2007.						
ATTACHMENTS: QUESTIONS AND ANSWERS ITEM #6 ITEM #10						
THIS BID OPENING DATE IS BEING CHANGED: FROM: 10/31/2007 TO: 11/07/2007						
0001	1	LS		550-62		
SIGNS, FABRICATION						
EXHIBIT 10						
REQUISITION NO.: CHA0802						
ADDENDUM ACKNOWLEDGEMENT						

RECEIVED
 2007 NOV -6 A 9:16
 PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE:	TELEPHONE: 800-544-8428	DATE: 11/5/07
TITLE: president	FEIN: 1672-2297-8	ADDRESS CHANGES TO BE NOTED ABOVE

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CHAD802

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I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

- NO. 1
- NO. 2
- NO. 3
- NO. 4
- NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

[Signature]

 SIGNATURE

Pannier

 COMPANY

.....11/05/07.....
 DATE

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>[Signature]</i>	TELEPHONE 800-544-8428	DATE 11/05/07
TITLE President	PEIN 1672-297-8	ADDRESS CHANGES TO BE NOTED ABOVE

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Pannier

Pannier Corporation, a 100-year-old company, established the Graphics Division in 1978 to create signs and interpretive panels using its proprietary fiberglass embedded process.

Our client list includes the National Park Service, US Forest Service, Bureau of Land Management, Minnesota DNR, South Carolina PRT...

Pannier Fiberglass is ideally suited for exterior signs and graphic panels, especially where they will be exposed to the elements and to vandalism.

Pannier is a recognized leader in the fabrication of graphic panels and the framing systems that display them. For 30 years we have produced the fiberglass panels and the exhibit frames for interpretive projects across the country.

Our role changes with each project so we configure our team to fit the needs of each client. For some we serve as consultant to the interpretive planner; most often we are advisor to the designer and we are always responsible for pre-press and print production.

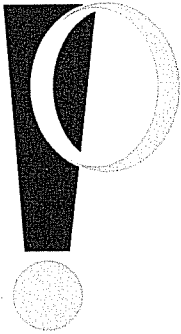
The strength of Pannier lies in our ability to provide consistent Project Management over the long term. We can assign a Project Manager with the authority to work directly with the end user or identify a Customer Service specialist who interfaces with the planner or design firm.

From start to finish Pannier provides oversight that avoids difficulties, controls costs and assures successful completion of the job.

Pannier prides itself on its understanding of the interpretive process, from planning through design and development, to our unique role as fabricator and liaison to the exhibit installation and maintenance services. While our expertise is in the creation of durable panels that accurately display the vision of the interpreters, designers and artists who create them, we also provide the knowledge, borne of experience that is necessary for the completion of a large-scale, long-term project.

345 Oak Road
Gibsonia, Pennsylvania 15044-9805

(800) 544-8428 • (724) 265-4900
Fax (724) 265-4300



References

Mass Audubon
208 S Great Rd.
Lincoln, MA 01773
Lucy Gertz
781-259-2177
lgertz@massaudubon.org

South Carolina PRT
1205 Pendleton St.
Room 201
Columbia, SC
Terry Hurley
803-734-0517
thurley@scprt.com

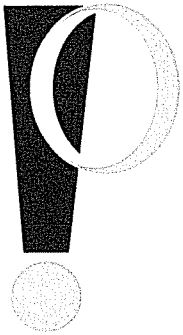
USDA Forest Service
Rocky Mountain Region 2
740 Simms
Golden, CO 80401
Cheryl Hazlitt
303-275-5181
chazlitt@fs.fed.us

National Park Service
Harpers Ferry Center
67 Mather Place
Harpers Ferry, WV 25425
Susie Haines
304-535-6033
Susan_Haines@nps.gov

For each of the above customers we have provided numerous fiberglass embedded panels and exhibit bases and kiosks, some of which have been customized.

345 Oak Road
Gibsonia, Pennsylvania 15044-9805

(800) 544-8428 • (724) 265-4900
Fax (724) 265-4300

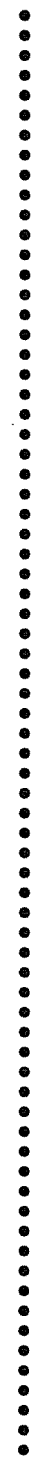
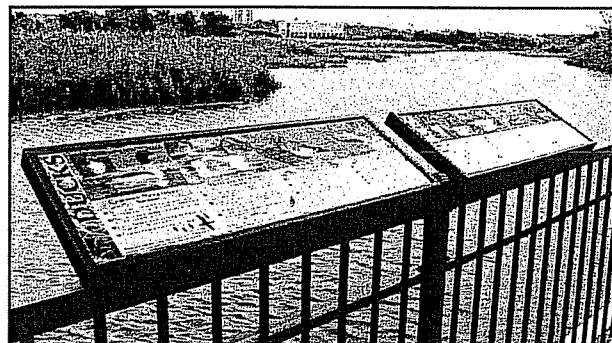
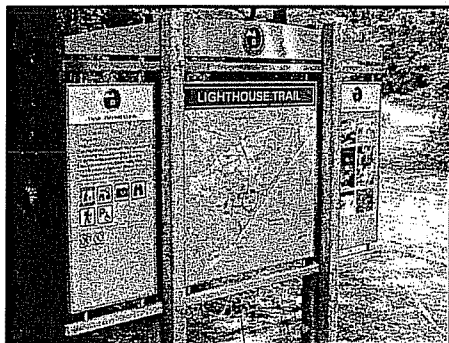
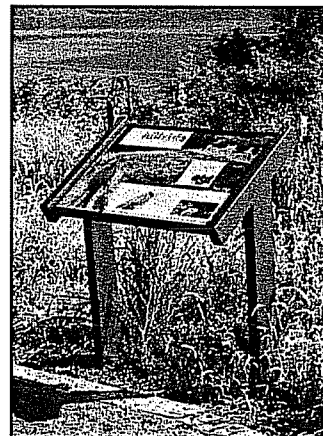
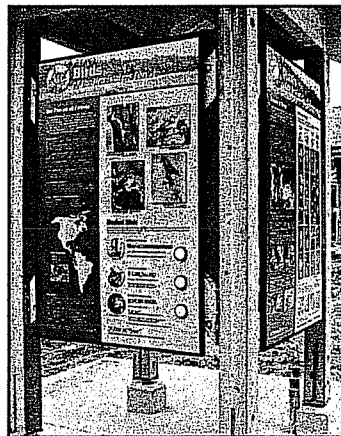
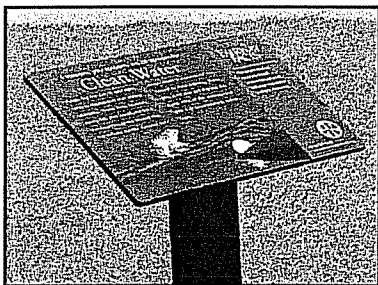
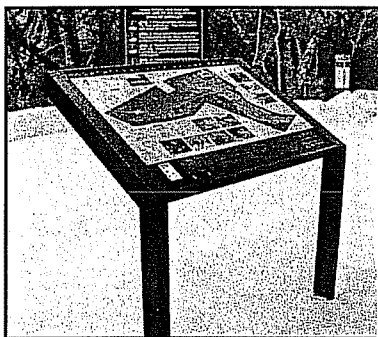
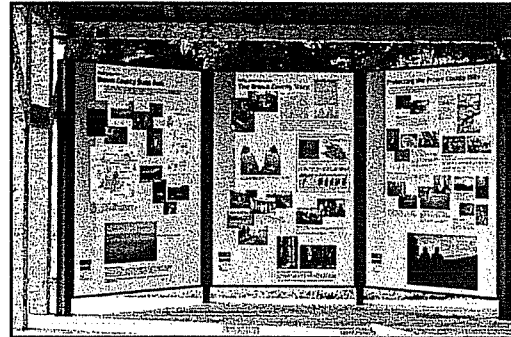




Interpretive Graphics

Whether it's a wildlife refuge, nature conservancy, trails and greenways, conservation district, water resource authority, river alliance, fish and game commission, or friends of the waterfront, Pannier has done signs for them. We specialize in preserving and displaying your message, every day of the year.

The most durable, economical sign in the industry. Our signs are extremely resistant to UV, are non-porous, and stand up very well to the inevitable vandals. For the last twenty years, our products have been the materials of choice for high-traffic low-supervision areas.



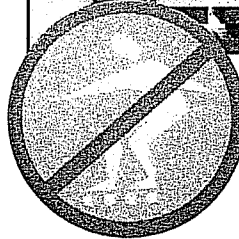
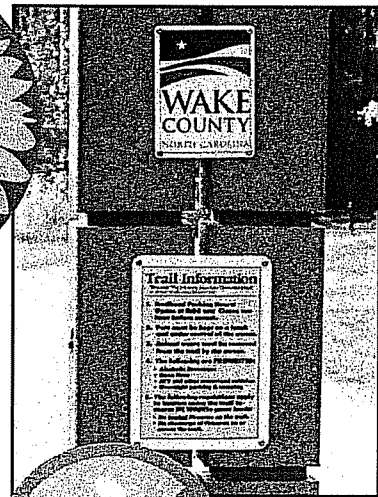
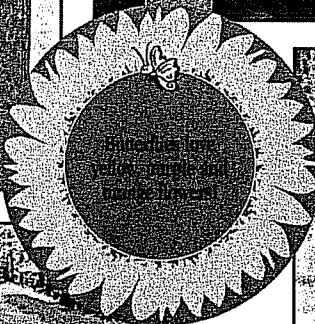
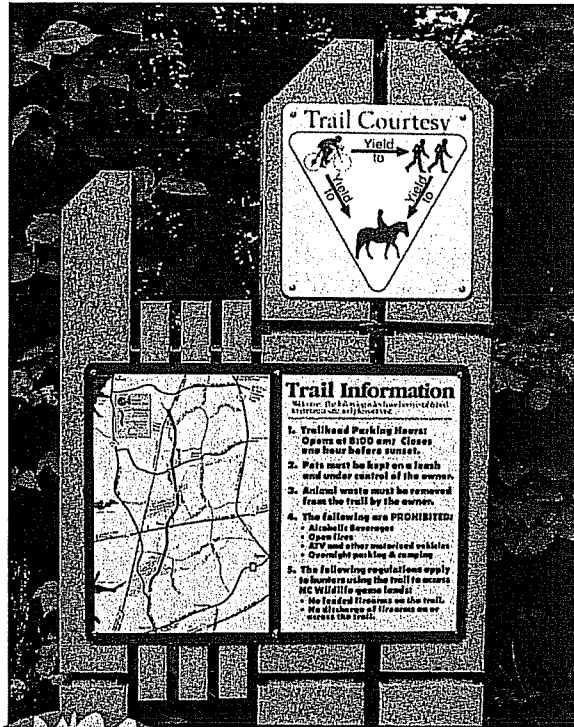
Pannier



Trail Signs

The most durable, economical sign in the industry. Pannier signs are extremely resistant to UV, are non-porous, and stand up very well to the inevitable vandals. For the last twenty years, our products have been the materials of choice for high-traffic low-supervision areas.

City, County, State and National Parks throughout the US have counted on Pannier to deliver signs and panels on time and in budget. Some of our applications are park rule signs, trail markers, wayfinding maps and interpretive panels.



Above clients: Wake County, Piedmont Park, Phipps Conservatory and Allegheny Portage Railroad





FILE INFORMATION FORM AND ART GUIDELINES

345 Oak Road, Gibsonia, PA 15044-9805
Phone: 1-800-544-8428 • Fax: 724-265-4300

Customer Name

Date

Contact

Date Required

Phone number

In an effort to produce your job quickly and efficiently, we ask that you fill out the following to use as a guide for file submission.

LAYOUT AND STRUCTURE

Programs Used:

Adobe Illustrator VERSION
 Adobe InDesign VERSION
 Adobe Photoshop VERSION
 Quark XPress VERSION

Macromedia Freehand VERSION
 CorelDraw VERSION
 Adobe PageMaker VERSION
 Other ?

Final panel cut size SIZE

Scaling required PERCENTAGE

If a Pannier frame is being used, was 1/2" allowed on each side for the frame reveal YES NO

Native files submitted YES NO

PDF submitted? (Must have crop marks, bleed, and fonts embedded) YES NO

If yes, please submit native files as well

FONTS

Fonts included? (Printer and screen fonts) YES NO

Outlined / converted to paths YES NO

Please send font files, even in outlined or converted to paths

Please list fonts used

COLORS

Pantone solid coated used (use only Pantones at 100% tint) YES NO

If no, color proof and/or swatches submitted YES NO

Gradients built consisting of Pantone spot colors YES NO

If yes, please convert all spot colors to process for overall color consistency

Scale printout provided YES NO

For position purposes YES NO

For color matching purposes YES NO

NOTES