# **ARTWORK PLACEMENT FORM**

Quote Number or Order Number:\_\_\_\_\_ Project Name: \_\_\_\_\_ Prepared By: \_\_\_\_\_ Contact Email or Phone:



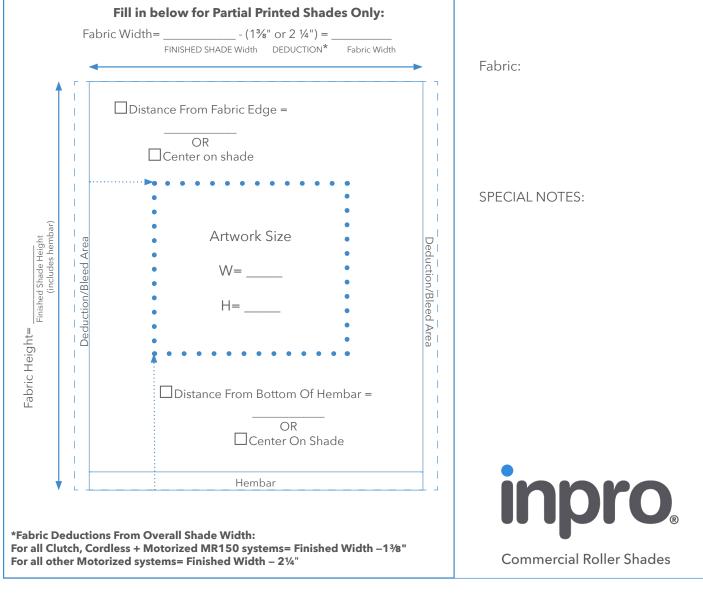
Print File Name:\_

**Full Print**. Use this option for printed images that cover the entire fabric area of the shade.

**Partial Print**. Use this option for printed images that are printed in a specific location on the shade. Fill in the below information for projects of this type.

Use these parameters for all printed shades on project.

Use these parameters for the following Shade ID(s):



This form must be returned for all printed shade orders. To obtain an editable copy of this form, please visit Inpro.com/wtshade or contact Customer Service at WTcustservice@inpro.com.

# **GUIDELINES FOR PRINTING ON FABRIC FOR SHADES**

## NOTE:

ALL IMAGES MUST BE SCALED TO SIZE PRIOR TO SUBMITTING TO INPRO COMMERCIAL ROLLER SHADES. INPRO WILL NOT SCALE IMAGES, BUT BLEED AND DEDUCTIONS WILL BE TAKEN FROM THE IMAGES AS NECESSARY.

## MAXIMUM SIZE:

Finished print size may not exceed 200" in Width or Height.

## **ACCEPTABLE FILE TYPES:**

Preferred File Type - PDF Scaled to the finished print size. \*Images embedded inside a PDF file must be a minimum of 200 dpi at scale.

May also be accepted - Vector files (such as .AI or .EPS). JPG files will only be accepted if they are fully scaled to the finished print size for the project and must be a minimum of 200 dpi.

# **ACCEPTABLE COLOR PROFILES:**

CMYK color only. No spot colors.

\*\*Printing will be done on white or off-white base cloths ONLY. NO White or light colored inks on dark base cloths permitted.

## FILE SCALING:

Artwork must be scaled to size prior to submitting to Inpro. Inpro will not be responsible for loss of clarity or misplacement of images on finished shades. It is the customer's responsibility to ensure the placement of the image is correct.

#### NOTE:

FABRIC OF A FINISHED SHADE WILL NOT BE THE FULL WIDTH OF THE SHADE. ALL FINISHED SHADES WILL HAVE DEDUCTIONS TAKEN FROM EITHER SIDE OF THE FABRIC TO ALLOW FOR SHADE HARDWARE IN THE FINISHED SHADE. SEE SHADING SYSTEM DATA SHEETS FOR INFORMATION ABOUT DEDUCTIONS FOR EACH SPECIFIC SHADING SYSTEM.

# **IMAGE PLACEMENT:**

All printed shade orders must be accompanied by a completed Artwork Placement Form for each shade size on a given project. \*If all shades are the same size only one form needs to be provided.

### **PROOFING:**

Inpro will provide a digital proof for sign off. This proof will be sent via a Dropbox link and may be a very large file. It is the responsibility of the customer to sign off on this proof prior to any printing being done.

Project strike-offs are by request only. If a project strike-off is required it must be requested at the start of the project, and will incur additional charges and fees.



Commercial Roller Shades

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