BRANDED FACILITY GRAPHICS

PTL Greensboro NC 3724 McConnell Road Greensboro, NC 27405 Contact: Ritch Foust Phone: 586.404.5383

eMail: RFoust@imbranded.com

Job No. 578048 June 01, 2022





Installation Procedures

Arrival Time

Arrival time has been scheduled with your Project Manager and the client. Please contact the PM if you are going to be later than the predetermined time so they can notify the client.

Inventory of Shipment

The installation team should conduct a physical inventory of all products shipped to the site. There are (2) color copies of the approved installation GoBy. The box containing the GoBys has a sticker on the outside. If there are any missing items or damage has occurred during shipping, please notify the PM immediately. Pictures should be taken of any damaged products. The PM will advise if we can install or a reprint will be necessary.

Walk Through with Onsite Contact

Upon arrival, a site walk-through should be conducted with the onsite contact using the supplied GoBy. Site issues, placements and any questions can be resolved immediately.

Upon installation completion, review the graphic placements and obtain the client's signoff of the Installation Completion Form. Note any issues or items that could not be installed and reason.

Installation Completion

Please do not leave the job site until after you speak to the PM

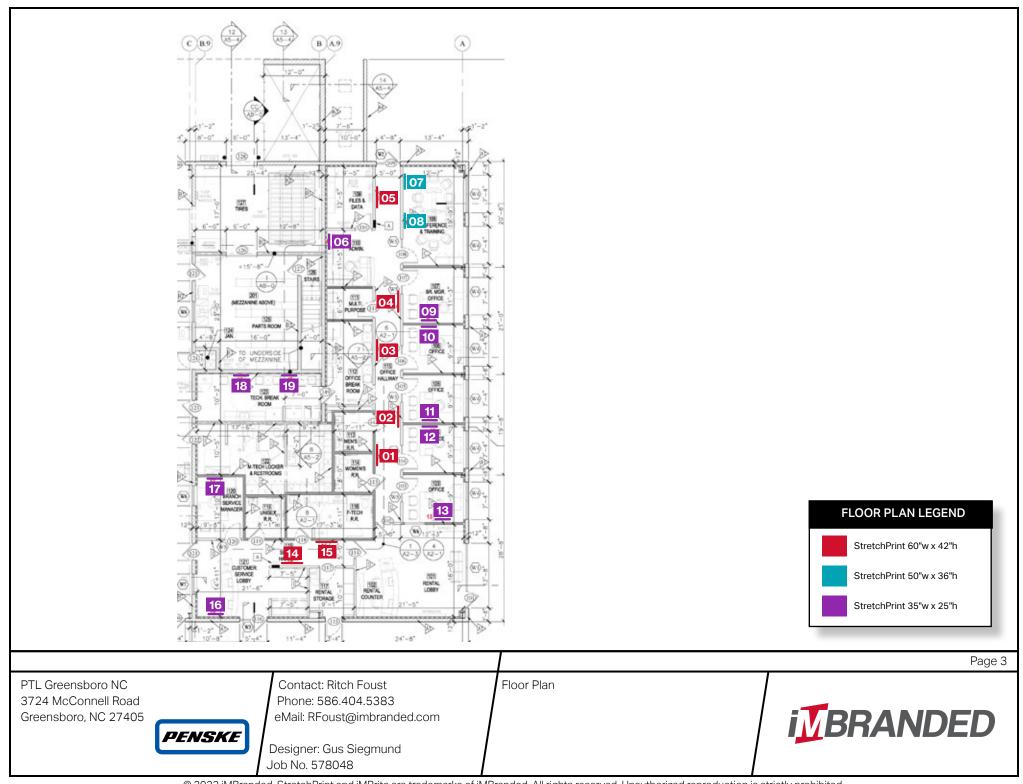
- 1. Contact the PM and provide status update, communicating any onsite changes to the approved GoBy or placement issues.
- 2. Confirm the lift can be called off.
- 3. Send completion photos of all graphics installed at the site. Photos should be sent to the PM within 24 hours of completion.
- 4. Have client sign the Installation Completion Form prior to departing the site. Note any issues or items that could not be installed and the reason.

NOTE: The Installation Completion Form and photos are required in order to process your invoice.

Project Manager: Ritch Foust

Phone: 586.404.5383

Email: RFoust@imbranded.com



retchPrint 01 (60"w x 42"h)	StretchPrint 02 (60"w x 42"h)	StretchPrint 03 (60"w x 42"h)	StretchPrint 04 (60"w x 42"h)
retchPrint 05 (60"w x 42"h)	StretchPrint 06 (35"w x 25"h)	StretchPrint 07 (50"w x 36"h)	StretchPrint 08 (50"w x 36"h)
retchPrint 09 (35"w x 25"h)	StretchPrint 10 (35"w x 25"h)	StretchPrint 11 (35"w x 25"h)	StretchPrint 12 (35"w x 25"h)
Greensboro NC	Contact: Ritch Foust	Contact Sheet	
4 McConnell Road ensboro, NC 27405	Phone: 586.404.5383 eMail: RFoust@imbranded.com		i <mark>™</mark> BRANDE

StretchPrint 13 (35"w x 25"h)	StretchPrint 14 (60"w x 42"h)	StretchPrint 15 (60"w x 42"h)	StretchPrint 16 (35"w x 25"h)
retchPrint 17 (35"w x 25"h)	StretchPrint 18 (35"w x 25"h)	StretchPrint 19 (35"w x 25"h)	
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Greensboro NC	Contact: Ritch Foust	Contact Sheet	
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	Designer: Gus Siegmund		1 -

StretchPrintTM Graphic (Installers Version)

Office Installation Guide

Elevation: No Obstructions (Type #1)

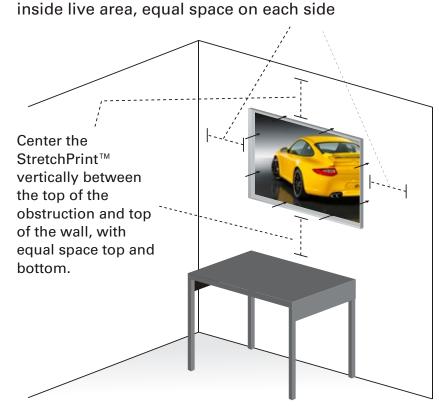
Center StretchPrint™ horizontally inside

live area, equal space on each side

For smaller StretchPrint™ graphics with no obstructions beneath, the suggested optimal placement is to center the image 66″ above the floor. To determine center, subtract ½ the height of StretchPrint™ from 66″. This number in inches is the height from the finished floor where the frame bottom should line up.

Elevation: With Obstructions (Type #2)

Center StretchPrint™ horizontally & vertically





If both Type #1 and Type #2 are in same room or hallway, the vertical center of ALL StretchPrint™ graphics should be the height of Type #2



INSTALLATION COMPLETION FORM

1 SITE INFORMATION Customer Name: Job#:	4 INSTALLER JOB NOTES		
Address:	-		
Site Phone Number:			
Primary Site Contact Name:Phone:			
Alternate Site Contact Name:Phone:	-		
Alternate Site Contact Name:Phone:	-		
Site Arrival Date:Time:	-		
2 PRE-INSTALLATION PROCEDURE			
Introduction to Site Contact			
Verification of all products and equipment exist on-site			
Retrieval of Graphic GoBy and/or Millwork Plan from the materials			
Verify graphic/millwork areas are cleared for installation	5 SITE CONTACT JOB NOTES		
Walk site with Site Contact and review all areas for graphics/millwork			
Pre-installation walk-through completed with:			
Name: Title:			
3 POST-INSTALLATION PROCEDURE			
All graphics/millwork have been installed to match Graphic GoBy/Millwork Plan			
Graphics/Millwork installed in different areas per Site Contact Direction (List changes in "Installer Job Notes" section)			
All graphics/millwork checked for quality			
All debris, trash, shipping materials, etc. are disposed of properly and work areas are clean after install			
Use chart below for Millwork sign off for each room/location	6 INSTALLATION SIGN-OFF		
Room Name/Number Accepted Declined Notes	Walk entire site with Site Contact after Installation Checklist is complete		
	I agree that the installation is either complete or is complete with the exception of		
	the items listed in the notes above, which will be addressed in a timely manner.		
	Lead Installer:		
	Signature Printed Name Date		
	Site Contact: Signature Printed Name Date		
Placea use shart(s) on payt page for additional locations not already listed	Please leave a copy of this completed signed document with the Site Contact when possible		