



# GUIDELINES FOR PLACING ORDERS

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TEXTILE PRODUCTS  
FRAMES  
ALUMINUM PRODUCTS



## TEXTILE PRODUCTS

ALL ORDERS FOR TEXTILE PRODUCTS SHOULD CONTAIN FOLLOWING MANDATORY DATA:

### CUSTOMER DATA:

- COMPANY
- CONTACT DETAILS

### PACKAGING & DELIVERY DATA:

- PACKAGING
- DELIVERY ADDRESS
- SHIPMENT SERVICE (STD / EXPRESS)
- ADDITIONAL COMMENTS (OPTIONAL)

### ORDER DATA:

- ORDER NUMBER (ONLY IF SPECIFIED)
- PRINT TECHNOLOGY\* (OPTIONAL)
- PRODUCT TYPE (ALONG WITH DESCRIPTION OF THE PRODUCT DESIGNATION)
- DIMENSIONS: HEIGHT X WIDTH [CM]
- QUANTITY
- MATERIAL (ALONG WITH THE MATERIAL WEIGHT)
- PANTONE COLOURS (ONLY IF SPECIFIED)
- FILE NAME / FILE LOCATION
- FINISHING TYPE

## FRAMES / ALUMINUM PRODUCTS

ALL ORDERS FOR FRAMES / ALUMINUM PRODUCTS SHOULD CONTAIN FOLLOWING MANDATORY DATA:

### CUSTOMER DATA:

- COMPANY
- CONTACT DETAILS

### PACKAGING & DELIVERY DATA:

- Packaging
- Delivery Address
- Shipment service (Std / Express)
- Additional Comments (optional)

### ORDER DATA:

- ORDER NUMBER (ONLY IF SPECIFIED)
- PRODUCT TYPE (ALONG WITH DESCRIPTION OF THE PURPOSE OF PRODUCT)
- ACTUAL FRAME SIZE: HEIGHT X WIDTH [CM]
- PROFILE TYPE
- QUANTITY
- RAL COLOR (POWDER COATING)
- SUPPORTS
- ASSEMBLY (INFORMATION WHETHER THE FRAME IS TO BE ASSEMBLED)
- ACCESSORIES TYPE
- ARRANGEMENT OF LEDS (FOR LED FRAMES)
- POWER SOCKET LOCATION (FOR LED FRAMES)
- MATERIAL FOR BACKSIDE LIGHT REFLECTING

PRODUCTION TIME WILL BE INCREASED IF THE ABOVE PARAMETERS ARE NOT SPECIFIED DURING THE ORDERING PROCESS  
TO FACILITATE THE ORDERING PROCESS, WE ENCOURAGE YOU TO USE THE APPROPRIATE ORDER FORMS AVAILABLE ON THE WEBSITE