



**GENERAL GLASS CO.**

Insulated Glass Fabrications

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## **Paper Template Requirements**

To better serve our customers and avoid unnecessary delays, please check that the following points are covered when submitting paper templates. Patterns that cannot be re-produced successfully will need to be sent back to the customer for revision.

Pattern templates to include:

1. Your company name
2. Purchase order, if desired.
3. The glass make-up including: type of glass, glass thickness, overall (if insulated), and whether or not the glass is tempered or annealed.
4. The quantity of pieces to be produced.
5. If quoted, include the quote number with the template order.
6. Templates must be supplied on suitable material in order to be digitized successfully; such as white or brown construction paper. Use a black medium tip felt pen to outline patterns. Patterns outline in pencil, red ink, or too thin of a line cannot be digitized. Use brown paper in the pattern will be cut out of paper.
7. Use new un-wrinkled paper.
8. Specify whether template is to be cut to the inside, middle, or outside of the outline.
9. To reproduce patterns General Glass digitizes patterns mounted on a digitizing board, and only paper patterns can be digitized. The system will not work with plywood, glass, or other heavy material that cannot be mounted to the digitizing board. The color red interferes with our digitizer's registration marks and will be rejected by our software. Be sure that no red colors are present on the supplied pattern.