

**1. To be completed by Draper Dealer or Draper Sales Rep:**

Forward this completed form to Order Entry, and forward any artwork to [graphics@DraperInc.com](mailto:graphics@DraperInc.com).

Dealer: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Draper Sales Rep: \_\_\_\_\_

Fabric Name: \_\_\_\_\_ Fabric Color: \_\_\_\_\_

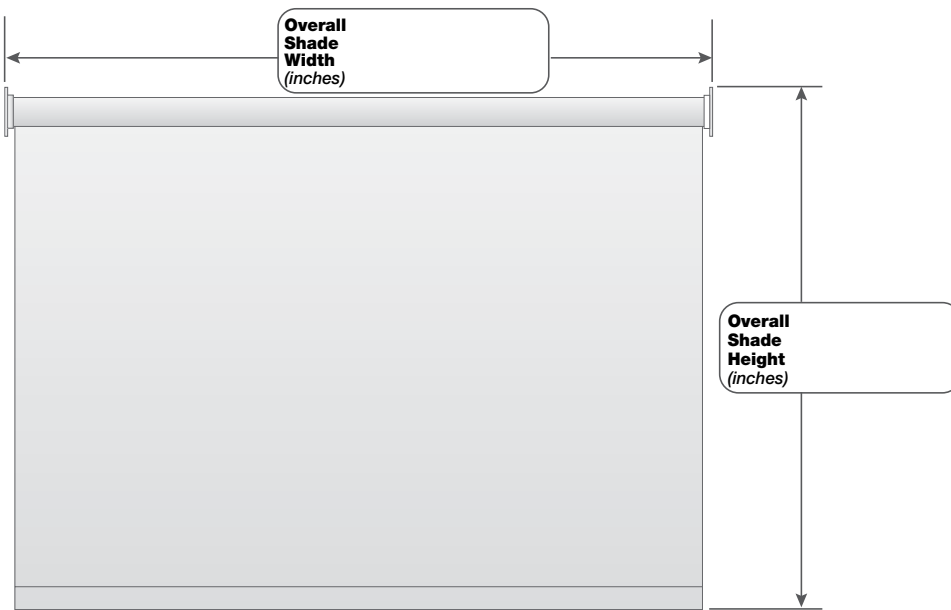
Quantity: \_\_\_\_\_ PMS / Pantone Color(s) (if applicable): \_\_\_\_\_

Will shade be printed on both sides?  Yes  No **24" x 24" Sample (extra cost)**  Yes  No

If no, will graphic face room side or window side?  Room  Window

Will printing extend onto shade hem bar?  Yes  No

Indicate Overall Shade Dimensions on the diagram below:



Please give any special instructions required to correctly position supplied graphic on the shade:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## USEFUL TERMS TO KNOW WHEN ORDERING GRAPHIC SHADES



### ROLLER WRAP

Roller Wrap is the top portion of the fabric that is wrapped around the roller tube. This is not seen after the shade is assembled, and therefore is not usually printed.

### BLEED

Bleed is the outer edge of an image that extends beyond the trim edge of the shade fabric.

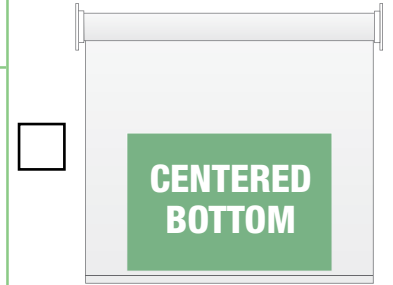
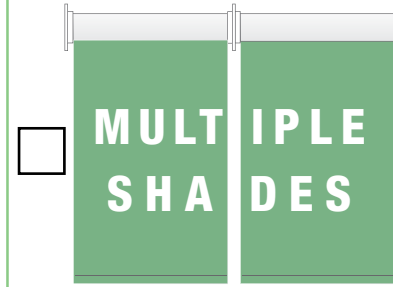
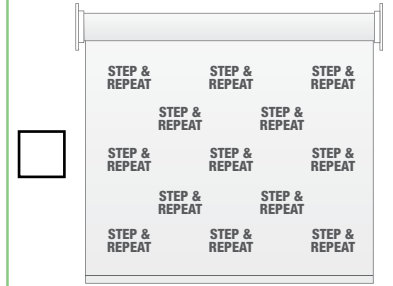
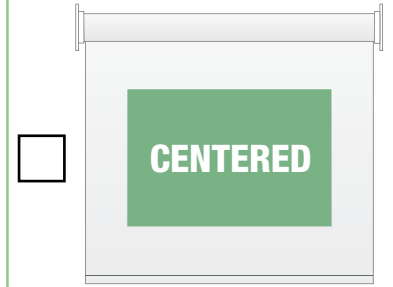
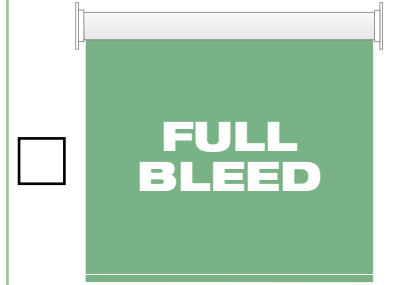
### MARGIN

Margin is the amount of space between the edge of the image and the trim edge of the shade fabric.

### HEM BAR

The Hem bar is the bottom portion of the shade consisting of a slat heat-welded into the fabric. Image degradation or distortion may occur when printing on the fabric weld of Hem bar.

## Examples of Graphic Placements



## If possible, please have your artwork prepared by a graphics professional before sending to Draper.

### GRAPHIC CONFIRMATION & APPROVAL

Your Draper Sales Representative will email a PDF file that displays all images and shade placement and or a physical sample will be supplied upon request (nominal fee applies) for final approval. Production of shades will not begin until final approval has been received by Draper. Production lead-times are longer for printed shades and are dependent upon the time required for the set-up and approval process.

### GRAPHIC FILE FORMATS:

**We strongly prefer** vector-based illustrations in Adobe Illustrator (.ai) or Encapsulated PostScript (.eps) format.

Please convert all text to paths/outlines to ensure font compatibility.

We can also accept high resolution .tif or .jpg files. See below for sizing instructions.

File formats not listed above may not be usable for printing.

All files should be in CMYK color mode to prevent unexpected color shift.

### GRAPHIC IMAGE SIZE:

All files should be sized exactly to the final print size, plus 1/2" on each side for bleed/trimming.

For example, if your product's visible area is 50" x 50" in size, your graphic image size should be 51" x 51".

In addition, please ensure the resolution for non-vector images is a minimum of 150dpi, up to a maximum of 300 dpi.

### SENDING LARGE FILES:

There are several ways to send Draper your print-ready graphic files. If a file is under 10Mb in size, simply email it to your Draper sales rep. For files that are 10Mb or larger, you can send electronically through one of many free online file transfer services. We regularly use and recommend [www.wetransfer.com](http://www.wetransfer.com).

You can also copy your files to a USB Drive and mail/FedEx/UPS it to us.

### SOURCES FOR HIGH RESOLUTION ARTWORK:

Customers sometimes ask where they can obtain high resolution images suitable for large format printing.

Please don't copy photos from the internet without permission. Not only does this invite copyright infringement issues, but these images are rarely high resolution.

If you need to purchase high resolution or vector artwork, we recommend royalty-free stock images from providers such as [www.istockphoto.com](http://www.istockphoto.com), among many others. You must purchase these images and provide them to Draper. We can't purchase them for you due to image licensing issues.

### PRINTABLE WINDOW SHADE FABRICS:

White fabric is required to print graphics. Printing inks are transparent, so any non-white fabric will shift the appearance of the final print. Choosing white will allow us to match the intended colors of your graphics more accurately.

Draper's most recommended window shade fabric for printing is Opaque White, a white opaque vinyl suited for crisp image reproduction, or SW2700 in 1, 3, 5 or 10% openness, a white mesh fabric that allows fabric view-through. Mesh fabrics allow view through and therefore do not reproduce graphics quite as sharply as opaque fabrics.

For an additional expense Draper may be able to print on non-white fabrics, or fabrics not listed above. Not all fabrics are printable. Contact Draper for details.

### PRINTABLE MATERIAL FOR PROJECTION SCREENS OR VIDEO CONFERENCING SOLUTIONS:

All printing for projection screens or video conferencing products at Draper is performed on our Opaque White projection screen viewing surface material. This material is black backed.

## 2. To be completed by Order Entry:

Complete the information below after order is entered and forward this form to [Graphics@draperinc.com](mailto:Graphics@draperinc.com).

Draper SO Number: \_\_\_\_\_

Order Line Number with Graphic: \_\_\_\_\_

