Forbo_FlooringSystems_C**Order form for Digitally Printed Vinyl**

**Forbo-Novilon bv**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Order information | | | | |
| Customer / Sales org.: |  |  | If Repeat order expected: | yes/no |
| Order number SAP: |  |  | If known; Volume of repeat order: | m2 |
| Customer Order reference: |  |  | Expected repeat order date: (Forbo will archive print file only if indicated) | dd/mm/yy |
| Date of order: | dd/mm/yy |  | For every repeat order, a new file needs to be delivered, unless it is clearly indicated that Forbo-Novilon needs to archive the file until a specific date. | |
| Requested delivery date: | dd/mm/yy |  |

|  |  |  |
| --- | --- | --- |
| Delivery address | | Roll label comments |
| Name & Contact |  |  |
| Street, # |  |
| City, county |  |
| Country |  |
| Delivery Remarks : |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print File description | | | | | |
| Filename & -number: |  | | Additional Information | | |
| File type: | (PDF, TIF, JPG or EPS) | |
| File size: | (max. 1.5 GB) | |
| File resolution (at 100%): | (min. 72 to 100 dpi) | | File needs to be scaled: | | yes/no       times (or      %) |
| Number of files: |  | | File needs to be put in Step & repeat | | yes/no |
| Are duplicate prints of any file requested? (and indicate which) | yes/no | Comments : | | | |
| Customer is informed that delivered finished product colour is guaranteed to be ± 10% of the input file colour. | | | yes | no | |

**Fill out bespoke and/or Magnified Nature**

|  |  |  |
| --- | --- | --- |
| Cross if this order is a bespoke (customer supplied image) order Bespoke DPV | | |
| Image of file (diminished) with sizes | | |
| Insert a low resolution image here 🡪 | Bleed: | mm |
| Overlap: | mm |
| Sqm. nett for printing | m2 |
| Sqm. for invoicing  Wgross 4m incl empty areas | m2 |
| Delivery on 4m or trimmed to 2m roll width | 4 / 2m roll-width  Max. roll length is 18m |
| Herewith it is declared that this File is free of rights. Forbo has informed the customer that responsibility of copyrights of the used images lie with the end-customer who places the order. | yes | no |

|  |  |  |  |
| --- | --- | --- | --- |
| Cross if this order concerns Magnified Nature Magnified Nature | | | |
| Image of file (diminished) with custom scale | | | |
| Number of geodes | Colourful Geode (4491/44912) | Min. 1,95x 2,57 Max. 3,95 x 5,21  Scale w:l is always 1: 1,32 | Length      m x Width      m |
|  | Natural Geode (4492/44922) | Min. 1,95x 2,22 Max. 3,95 x 4,50 Scale w:l is always 1: 1,14 | Length      m x Width      m |
|  | Petrified Bark (4493/44932) | Min. 1,95x 2,22 Max. 3,95 x 4,50  Scale w:l is always 1: 1,14 | Length      m x Width      m |
| In case of min. sized Geode, 2 pieces can be cost-efficiently fit in 4m width of vertical printed | Vertical orientation preferred?  yes/no | Sqm. for invoicing (note; surrounding white area upto 4m is included) | m2 |

|  |  |
| --- | --- |
| **ORDER ACKNOWLEDGEMENT part 1 - to be filled out by GSS Forbo-Novilon bv**  **upon confirmation for production** | |
| CONFIRMATION BY GSS Forbo Novilon | dd/mm/yy |
| Date of production run start | dd/mm/yy |
| Date of product ready for dispatch | dd/mm/yy |
| Additional Information: |  |

|  |
| --- |
| **ORDER ACKNOWLEDGEMENT part 2 - to be filled out by Styling Forbo-Novilon bv** |

|  |  |  |
| --- | --- | --- |
|  | File can be opened (no virus infection, corrupt file, too big file) |  |
|  | File satisfies with Forbo Flooring systems’ standards and values (political acceptable, sexual explicit etc). |  |
|  | The number of delivered files matches the number mentioned in the briefing/order form. |  |
|  | If the order contains multiple files; all files have the same printing direction. |  |
|  | the dimensions of the files are the same as in the briefing/order form. |  |
|  | Max file size of 1.5 GB. Is not exceeded |  |
|  | Colour Profile is included: ISO / DIS 12647-7 Ugra / Fogra standard for CMYK files and for sRGB, IEC61966-2.1. to prevent big colour deviations between files. |  |
|  | Files are without pass marks, unless it’s requested. |  |
|  | Extension of the files are either of: TIFF / EPS. (JPEG/ PDF possible under provisions) |  |
|  | Resolution at 100% is minimal 72-100 dpi. |  |
|  | When it’s a Photoshop file, it is 1 layer. |  |
|  | Text is in letter contours. |  |
|  | Text has minimum font size 30 points |  |
|  | Step and repeat files are in TIFF. |  |
|  | step and repeat, fits correctly together (If applicable) |  |
|  | When files are scaled, check the scaling at 100%. |  |
|  | If the print file is one file, the max width is 3.95m |  |
|  | The file is correctly tiled-up (If the print file is wider than 3.95) (separated in parts) and has a bleed of min. 5 cm. |  |
|  | The image does not contain any Full Colour patches with uni-colours. |  |
|  | The image does not demand standard colours in the finished product defined in Pantone, NCS, RAL. |  |