

**TEMPLATE INFORMATION & GUIDELINES**

When a template is required by Counter Pro Inc. to manufacture your counter top order, please use the following guidelines:

Template Material:

Make certain that the template is made from material that will hold its shape and size so that critical dimensions and angles will not change. Suitable materials include: Cardboard, Plywood, or paneling. Paper templates will **NOT** be accepted.

Template Information Must Include:

1. Dealers name, customer name, and purchase order number.
2. All dimensions including lengths and depths.
3. Mark top and/or bottom side of template.
4. Radius and clip corner sizes and locations.
5. Seam and/or field joint locations (subject to laminate sizes & shipping limitations).
6. Finished edges including laminate edges vs. wood or bevel edges.

Template Size:

1. All templates must be made to the **FULL SIZE** of the desired counter top including any and all overhangs required. (Do not supply cabinet only templates).
2. **Partial templates** of just angles or curves WILL NOT be accepted. They are typically missing the very information we need such as relationships or angles and curves to the rest of the counter top.
3. Templates too large to ship in once piece must be marked at connecting points and show where they fit together. (example: "A" to "A", "B" to "B")

Remember:

- √ A template "Set up" fee is **\$50.00** per template is charged for shop time.
- √ A template supersedes any and all dimensions written on a drawing. We will not use a combination of the two, no exceptions.
- √ Installers should be prepared to do some scribing and/or fitting as we DO NOT follow the scribe lines on a template.
- √ Templates will remain in our possession for (3) three months. At which time they will be disposed of. Templates made of re-usable materials may be returned to you after we have received written acknowledgement of the counter tops installation.
- √ Dealers are responsible for templates supplied by their customers and they should review the template for missing information prior to sending them to Counter Pro.
- √ If you or your customer are unable to provide a suitable template, Counter Pro provides a template service for an additional fee.

Procedure:

1. Fax a preliminary layout with approximate dimensions showing order information noting "**Template to Follow**" as a reference only and we will arrange to have the template picked up.
2. We will then enter the order in our system for tracking purposes only. The order is not official (or put into production) until the template is received and viewed by the shop for any additional questions or missing information.
3. You will then receive a fax confirmation of the order showing the cost and estimated ship date.