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## GENERAL GUIDELINES FOR CUSTOMER TEMPLATES AND PATTERNS

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This is an outline of the equipment we use to create digital files from templates and patterns, and the specifications required to successfully fabricate glass products from templates and patterns.

### **OUR TABLE**

At Garibaldi Glass, we use a custom designed jumbo-format digitizing system. This table is accurate to  $\pm 1/16"$ , which allows us to provide very accurate digital files from templates and patterns. We have successfully digitized templates as large as 90" x 190", however the only size limitation we have is the size of a stock sheet of glass.

### TEMPLATE MATERIALS

The digitized files we create are only as good as the templates that we receive from you. We prefer using rigid templates such as plastic, plexi-glass, thin plywood, pressboard or rigid cardboard. However, we can also digitize heavy paper, and thin cardboard. Please make sure that templates are reasonably clean and flat for easy tracing.

**CAUTION!** Please do not use heavy wood templates, especially ones nailed together with 2x4" boards or similar. For maximum accuracy, templates must be of a uniform thickness throughout. Make sure that all templates are free from sharp metal objects, such as screws, nails, staples, etc.

### PATTERN PEN SIZES & COLOURS

Please use a fine-tipped dark marker or pen to draw patterns. Since our digitizing system is extremely accurate, if you use a thick marker or felt with a tip that is 1/8" wide, your pattern may be digitized 1/8" too large (or small). If using a fine-tipped marker is not available, please indicate whether you want your pattern cut to the inside, outside or center of the line.

We also recommend you use coloured markers or pens to indicate frit lines, holes, or other fabrication work that you may require. This will reduce the lead-time to produce your glass by eliminating the "guess-work" and calls back to confirm sizing. Your order will not proceed until we have verification and approval for all work, dimensions, or anything else that we will not "guess" at.

### STRAIGHT LINES

When creating templates or patterns, please ensure that straight lines on patterns and templates are indeed straight (within a tolerance of  $\pm 1/16"$ ). Our digitizing table is extremely accurate, and it is our policy to cut **EXACTLY TO TEMPLATES.**

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## WHAT WE NEED TO SEE

To reduce the lead-time to produce your glass products, we ask that you provide us with all the information that we need to enable us to process Purchase Orders in a timely fashion. The information we require includes the following:

### ***Order Information***

Your order information is crucial to the processing of your glass. If you do not supply us with a purchase order, please include everything on the template or pattern, including...

- Company Name
- PO Number & Job/Tag Names
- Glass Type (Thickness & Colour), Tempering Info, Edgework Info, Fab Info)
- Quantity Ordered
- Any Tag or Label that you would like attached to the glass (eg. Job Name)

### ***Edge Work***

Please indicate any polish, grind, or mitred (with degrees) edges that you require. Mark it clearly on the template or pattern.

### ***Fabrication Work***

Please indicate any holes, cutouts or notches clearly on the template or pattern. Include all applicable sizes (eg, hole diameters), and any additional info (polished notches, countersunk hole info, etc). Where applicable, please indicate holes with cross-hairs at the center-line. Use a fine-tipped dark pen.

### ***View Side***

Please indicate the view from which the template or pattern was created. (Eg, "Inside - Looking Out"). This is extremely important for glass with any kind of coating (such as frit, low-e, reflective, opaci), patterned glass, glass going into a sealed unit, or glass being laminated together.

### ***Tempering Stamp Location***

If applicable, please indicate where you want the tempering stamp. If it is not indicated on the pattern or template, our staff will apply it where they feel is best. If you do not want a tempering stamp on your glass, please indicate that on the template or pattern. If you do not want a tempering stamp on your glass, Garibaldi Glass will not warranty your tempered product. Please see the "Claims" section of Garibaldi Glass' Terms & Conditions.

## TEMPLATE MODIFICATIONS

In some cases, you may need to make modifications to your template. These modifications usually involve showing "kicks", offsets, smoothing arcs and straightening lines, or supplying only partial templates because of size restrictions. In these cases, please follow the procedures below.

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## ***Size Adjustments & Kicks***

If you need to indicate any size or shape changes on your template or pattern, please indicate the change clearly, with a dark felt marker. For example, if you send us a template that is a parallelogram with a kick on one side, please indicate the kick (and its value) by writing it directly on the template.

## ***Smoothing Arcs or Straightening Lines***

If you are unable to create a perfectly smooth arc, or a perfectly straight line on your template or pattern, please let us know, and we can smooth out arcs, or make lines straight. Please indicate your tolerances so that we can create the shape you need. However, if you do not let us know of any modifications that you want, any imperfections in the shape of an arc or “straight” line will be followed exactly as per template or pattern.

## ***Partial Templates***

If you send us a partial template (eg, an arch top for a large lite), please be as accurate as possible. Supply us the overall dimensions on a Purchase Order, and mark any pertinent details on the template or pattern. We can only cut glass as accurately as your template.

## **WHAT NOT TO DO**

DO NOT WRITE THE OVERALL DIMENSIONS ON YOUR TEMPLATES. Any discrepancies between your template/pattern and the dimensions written on the template/pattern will cause confusion, resulting in delays in the production of your glass product. If you are confident that your template or pattern was made accurately, then we do not need or want those dimensions. If you are not confident with the quality of your template or pattern, please do not send it to us, as you will probably be unhappy with the results.

## **RETURNED TEMPLATES & GARIBALDI GLASS' RESPONSIBILITIES**

If you need your templates returned, please clearly indicate this on your templates AND your purchase order. Garibaldi Glass reserves the right to destroy templates left at our facility for more than 30 days.

## **CONTACT US**

If you have any questions or concerns regarding the digitizing process, please feel free to contact us by email at [cad@garibaldiglass.com](mailto:cad@garibaldiglass.com) or phone us at 604-420-4527.

GARIBALDI GLASS EXAMPLE GUIDELINES FOR TEMPLATE FORMAT

