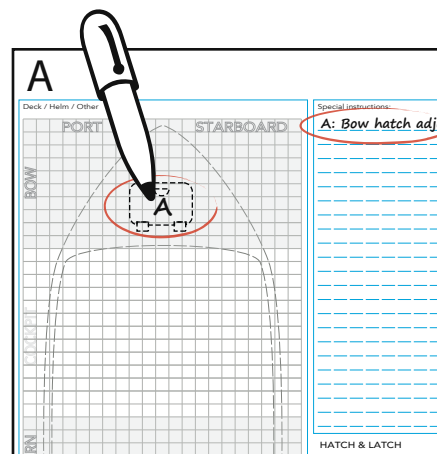


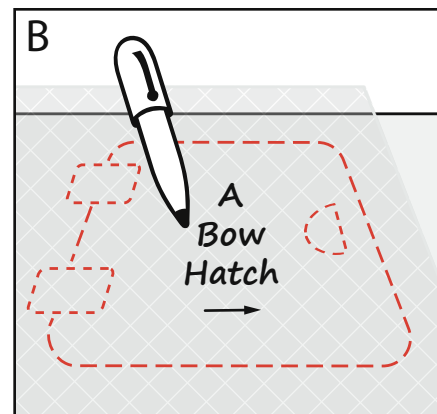
5

Record & Label Template



Record Template

Sketch and record all templates on Order Form.



Label Template

Label template with ID letter from Order Form, add part location, name and bow direction arrow.

6

Check Your Work

✓ All borders, edges, doors, fixtures, hardware, channels, recesses, and non-slip areas are traced

✓ Non-slip areas are labeled (See Step 4C)

✓ Non-matted items, including fixtures, hardware, channels, and recesses are marked with an X (See Step 4E)

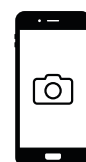
✓ Template is marked with Template ID letter

✓ If combined template sheets must be separated for shipping, each piece is labeled identically

✓ Bow direction arrow

7

Place Order



Photograph Templates

If possible, photograph each template prior to detaching.

E-mail photos to templates@vepoco.com

Include your template kit's order number in e-mail's subject line.



Ship Templates

Place templates in original shipping container. Do NOT separate combined templates unless necessary. If separated mark each piece with same template ID letter.

Insert Order Form. Seal container and apply return shipping label.

Drop off at a FedEx location. To find closest store, visit: www.fedex.com/us/retail-shipping/network.html



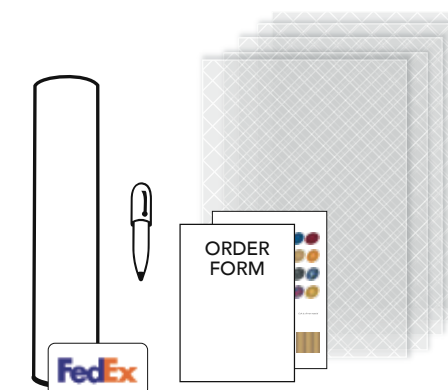
HOW TO MAKE TEMPLATES LIKE A PRO



1

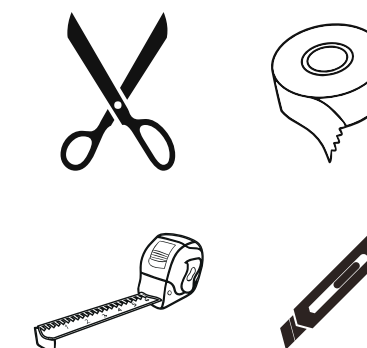
Gather Supplies

IMPORTANT: Save original shipping container to ship your templates.



Kit Contents

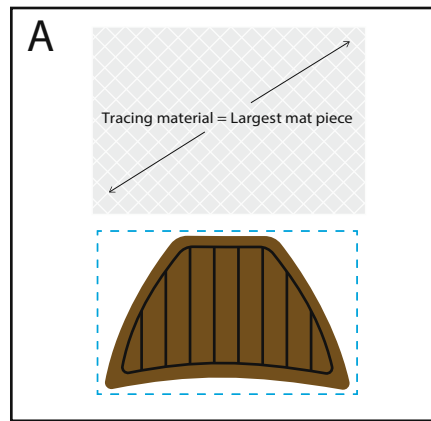
- Plastic tracing material (5 Sheets)
- Material Options sheet
- Shipping label
- Order Form
- Marker



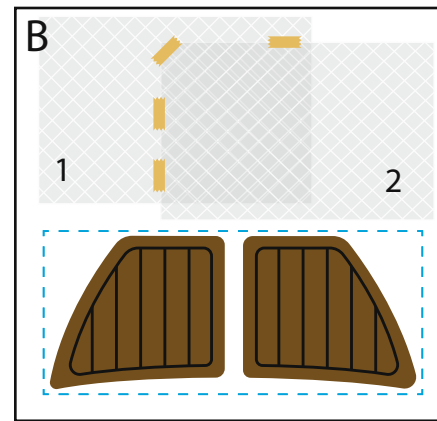
Needed Tools

- Scissors
- Masking tape
- Tape measure
- Utility knife (optional)

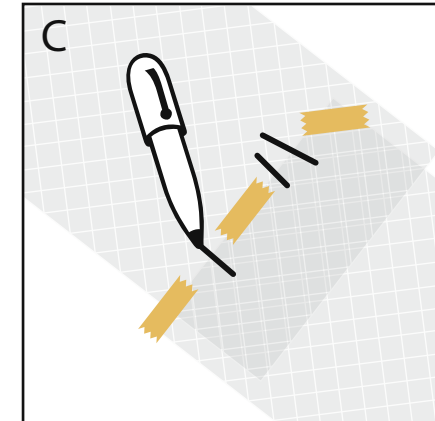
2 Positioning Tracing Film



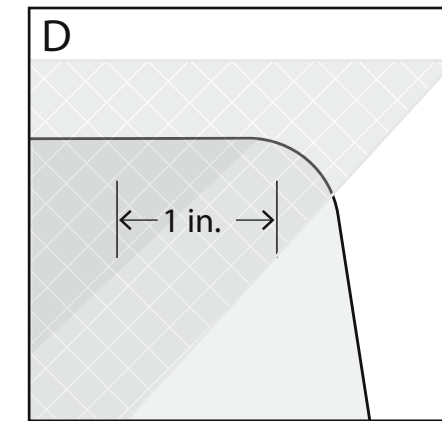
Maximum Mat Size
44 in. x 70 in.



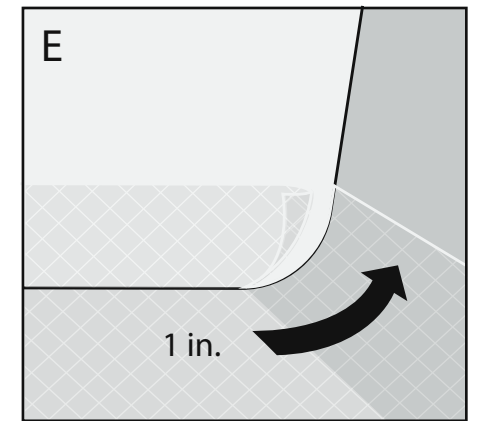
Large Surfaces
Combine tracing films with masking tape. Fabricator will determine number of mats.



Mark Combined Films
To ensure disassembled templates can be reassembled accurately, draw hash marks where the sheets overlap.



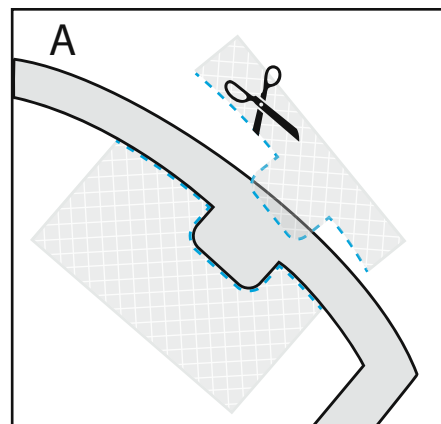
Structure Edges
Tracing film should extend beyond edge of structure to allow tracing.



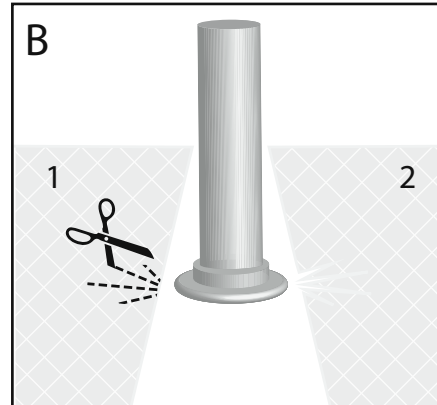
Inside Corners
Where surfaces meet, bend tracing film. If needed, cut a slit in corner to relieve puckering.

3 Obstacles

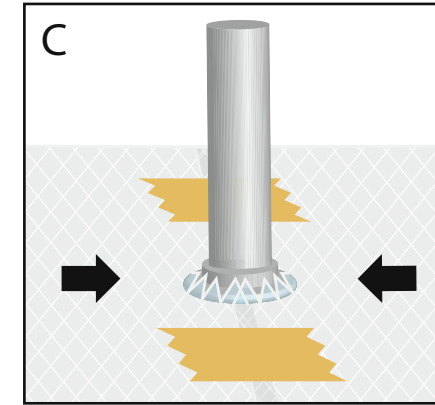
Use these techniques to position Mylar around protruding fixtures.



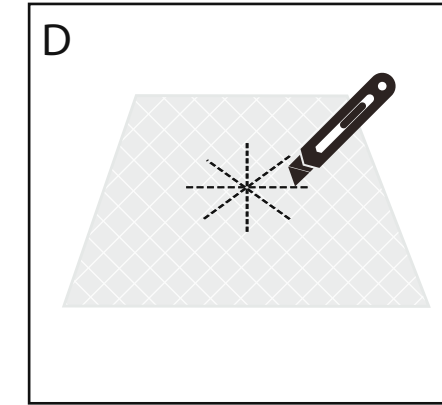
Option A
Trim tracing film to conform to space.



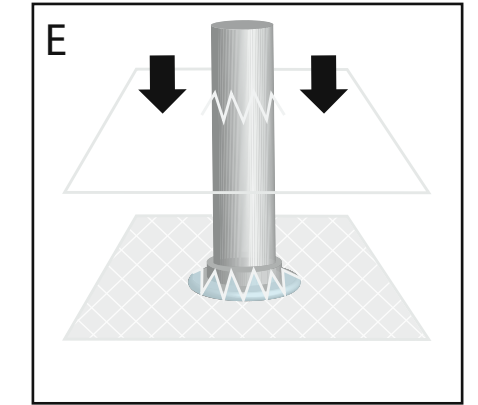
Option B (Step 1)
Split tracing film. Lay pieces on opposite sides of obstacle and cut slits equal to the size and shape of the obstacle's base.



Option B (Step 2)
Push film pieces against obstacle. Overlap film and tape together. Draw hash marks as described in Step 2C.

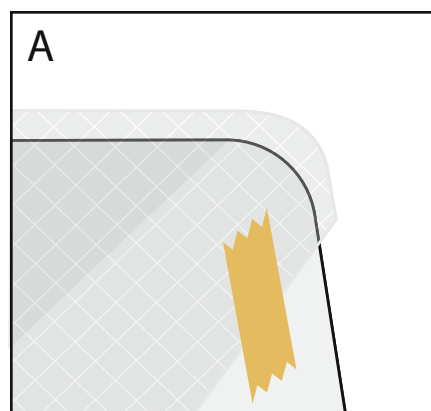


Option C (Step 1)
Using an utility knife, make a number of slits equal to the width and length of the obstacle.

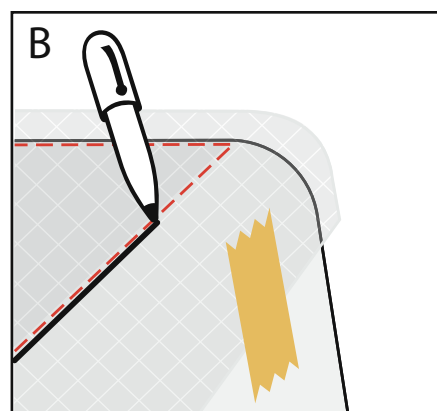


Option C (Step 2)
Position slits over obstacle and slide tracing film down.

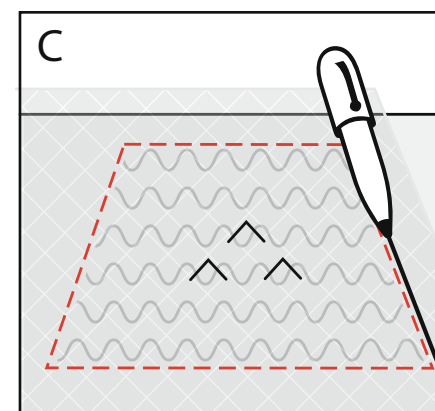
4 Tracing



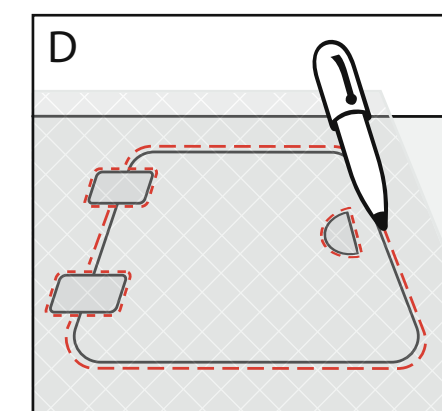
Affix Tracing Film
Affix tracing film to surface with masking tape.



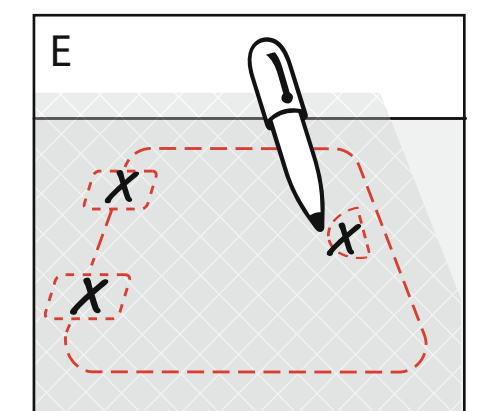
Trace Perimeter
Trace border of space or edge of structure. Actual mat will be slightly smaller.



Trace Non-skid Textures
Trace the boundaries of embossed non-skid textures. Mark inside with several Δ symbols



Trace Fixtures
Trace all obstacles, fixtures, doors, hardware, channels, and openings.



Note Non-matted Items
Draw an **X** where matting should be omitted.