

Template Policy

SOLOS Glass Pty Ltd hereby provides the following Policy in respect of Customer Templates.

The following information is an extract from registered document GPUR-015.

Procedure

All templates must adhere to the following requirements:

- The template must be in one piece and accurate to the size required in a solid material i.e. plywood or MDF board
- The template must be flat and not bowed or wavy
- The holes and cut-outs must be accurately drawn or marked in black marker on the surface of the template
- The panel shape and all its detailing must be clean and well defined so that the digitizer can accurately read the template
- No addition or deduction to template sizes will be accepted

Template Charges

There is a handling fee charged per template. The fee is in addition to all other glass and processing costs. Please refer to your price list for this fee.

Acceptable Templates

1. Templates **NOT** cut to shape

Templates not cut to shape with required shape drawn directly onto template.

- Accepted material: MDF, plywood, perspex or cardboard
- Preferred material: Plywood or cardboard

Note: Template must be flat. If templates are joined, at least one surface of the template must be flat and of the same plane. Rough or weathered material will not be accepted. Due to OHS glass products will not be accepted.

2. Templates cut to shape

- Accepted material: MDF, plywood, perspex or cardboard
- Preferred material: Cardboard
- White will not be accepted, unless edges, holes and detailing are accurately outlined in black marker

Note: Template must be flat. If templates are joined, at least one surface of the template must be flat and of the same plane. Rough or weathered material will not be accepted. Due to OHS glass products will not be accepted.

Marking out holes (both options)

The hole positions must be clearly marked in bold black marker. Diameter of the holes should be written on the template

Minimum requirements for acceptance

Templates should be in one piece and accompanied with the following information:

- Customer name
- Order number
- Copy of official purchase order attached to template
- Glass type
- Processing requirements i.e. note the diameter of each hole by writing this next to the hole and mark each edge that requires particular polishing

Templates will be rejected if they display one or more of the following:

- Markings that are illegible and unclear
- Add-on measurements
- Protruding nails or screws
- Multiple lines drawn on template making it difficult to determine the exact sizes
- One template for multiple pieces of glass (unless all panels are identical)

Important information on Edgework (polished edges)

Please note some shaped panels with polished edges may require the edges to be finished on our CNC machines.

This edge finish, specified as HQ Edge, does not match the finish provided on regular panels i.e. rectangles and rakes.

When ordering a mix of complex panels and regular panels for the same job, you must specify in writing that the edges are to be the same on all panels. *Each order must state all panels to have H.Q. Edge.*

H.Q. Edges may also be charged at a higher rate than regular polished edges.

Panel shapes with polished edges that require the H.Q. Edge:
(Including but not limited to the following)

- Circles
- Arches
- Radius corners - internal and external
- Panels with more than 5 straight edges with external corners
- Any panel with internal corners (polished)
- Polished cut-outs

Examples of panels that DO NOT require H.Q. Edge:
(Optional H.Q. Edge)

- Squares
- Rectangles
- Triangles
- Parallelograms
- Corner cuts
Note: Only where the panel may be balanced if resting on the corner splay. If the panel is likely to tip over this may require H.Q. Edge finish.
- Single rakes
Note: Only where the panel may be balanced if resting on any edge. If the panel is likely to tip over this may require H.Q. Edge finish.