

Template Policy

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

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. MDF board or plywood
- The template must be flat and not bowed or wavy
- The holes, cut-outs and stamp location must be accurately drawn or marked in black marker on the surface of the template
- Coatings, surface numbers and orientation must be clearly referenced on 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. Additional lead times may incur.

Acceptable Templates

1. Templates **NOT** cut to shape

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

- Accepted material: MDF or plywood

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 or plywood
- 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
- Stamp location must be clearly outlined otherwise glass will be supplied without a toughened stamp

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)

Note: SOLOS Glass reserve the right to reject any templates that do not adhere to the guidelines set out in this document.

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 H.Q. Edge or CNC polish, 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 or CNC polish.*

H.Q. Edge or CNC polish may also be charged at a higher rate than regular polished edges.

Panel shapes with polished edges that require the H.Q. Edge or CNC polish, including but not limited to the following:

- Circles
- Arches
- Radius corners - internal and external
- Panels with more than 4 straight edges with external corners
- Any panel with internal corners (polished)
- Polished cut-outs

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

- Squares
- Rectangles
- Triangles
- Parallelograms
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 or CNC polish finish.
- 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 or CNC polish 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 or CNC polish finish.