



IS ...

Profit Resources is a division of Great Panes Glassworks, Inc. established in Denver since 1980. Great Panes Glassworks, Inc. specializes in custom engraving of artistic glass panels, donor walls, monuments, as well as very fine custom engraving of glass awards. Great Panes Glassworks is the exclusive engraver of the Vietnam Veterans Memorial and the National Law Enforcement Officers Memorial in Washington, DC.

DonorBricks by PROFIT RESOURCES

“BUILDING BLOCKS”...CREATING MULTI-STAGED DONATION LEVELS

Multi-staged donation levels appeal to a wide range of customers and generate broad community participation and support for your fundraising project. Blending the “Basic Building Block” of 4” x 8” individual pavers with larger family, business and legacy pavers, will generate increased **profits of 80%** or more. Our family of expanding product sizes offers the opportunity for multiplying your fundraising returns.

- 4” x 8” Individual Pavers, Duplicate Paver Program
- 8” x 8” Family Bricks, Business and Logo Pavers
- 12” x 12” Legacy Pavers

Section 1. GENERAL INFORMATION

1.01 ENGRAVING

We offer high-precision engraving. Our engraving depth varies according to the material chosen and the details of the design being engraved. We engrave between 1/16” and 1/8” deep. We also do CUSTOM ENGRAVING on granite, onyx, marble, slate, sandstone, glass and other type of stones. Our parent company, Great Panes Glassworks, incorporated in 1980, provides glass donor walls, cast bronze plaques and does deep engraving of stone monuments on site.

1.02 INFILL

For our CONCRETE pavers our WHITE or GRAY EcoTuff Grout infill is available. In addition to WHITE and GRAY, our BLACK EcoFlex Urethane infill is available for CLAY pavers and TILES. If your project involves engraved STONE please consult us for your best infill solution.

Both EcoTuff Grout and EcoFlex Urethane seal the engraved area against weather and other environmental factors. Filling of the engraved area is also important as it provides contrast for legibility and clarity. Our EcoTuff and EcoFlex infills, under normal wear and tear, will provide excellent durability in all climates and environments.

For interior wall installations, a colored-dye-infill can be used to provide contrast and legibility.

1.03 CONCRETE PAVER, CLAY BRICK, AND TILE SIZES

All sizes of concrete pavers, clay bricks, clay quarry and porcelain tiles, indicated on our price list are nominal, as these materials vary in actual size from manufacturer to manufacturer. For example, when the industry refers to a 4x8, it can be a true 4x8 or 3-7/8x7-7/8, or 3-5/8x7-5/8 etc. allowing for joints or grout .

Bricks come in different thicknesses and whether it is 5/8”, 1”, 1-1/2”, or 2-1/4” thick, our price list is the same. Full-size 4x8 clay brick of an approximate thickness of 2-1/4” (concrete pavers are 2-3/8” thick) can be engraved on 2 different areas. **The large area (4x8) called the bed** of the brick can include **up to 3 lines** of text. Upon special request, on some bricks, the smaller area (2-1/4x8) called the face of the brick can be engraved with a maximum of **2 lines** of text.

For regular brick walls being built, the bed or the face of the brick (smaller area) can be engraved. For walks, plazas, etc., the large area of the brick is engraved.

1.04 MATCHING EXISTING MASONRY

If you specify a particular brick or tile other than our stock inventory, we will need samples to test and approve. Thereafter you may provide us with your material and a price adjustment may apply.

1.05 **TIME LINE**

Please allow at least one week for shipping out of state plus the following production allowances.

Orders of up to 100 units	6 weeks
Orders of 101 to 500 units	6 to 8 weeks
Orders of 501 to 1000 units	8 to 10 weeks
Orders of 1000 to 2000 units	12 to 14 weeks

Note that the times above are also subject to the availability of the materials.

1.06 **RUSH ORDERS**

Regular production time is 6 weeks. Expedited orders are possible, so if this is a requirement, please contact a salesperson to discuss your particular needs.

1.07 **QUALITY CONTROL – CONCRETE PAVER, CLAY BRICK OR TILE DAMAGED IN SHIPMENT**

Your order will be produced carefully and efficiently. Any mistake made by Profit Resources will be replaced at no charge and Profit Resources will replace any damaged concrete paver, clay brick or tile that occurred in shipment **if notified within 10 days of receipt of such shipment**. Please provide us with a type-written list including paver or tile numbers as well as the inscription. **Allow 15 working days for redos**. Redos due to client error, misspelling, etc., will be the responsibility of the client and will be charged per the current price list.

A Note About EFFLORESCENCE:

Upon delivery of your order, or after installation, you may see a “white powdery” substance that appears on the paver surface. This is a result of mineral salts in the paver, or in the earth, that migrate (leach) to the surface of the paver. Over time these salts will be depleted and disappear; until they do it is necessary to wash the efflorescence off with Cambridge Paver Prep, or similar product available at a local masonry or builders center. **THIS IS NOT A DEFECT** in the paver product.

1.08 **ORDER INFORMATION**

Place your order for concrete pavers, clay bricks, or tiles to be engraved via **e-mail**. If you need to mail your order to Profit Resources, please contact your sales person.

Information needed to place your order

- Organization/Company Name (include your Profit Resources client number if known)
- Project name and contact person
- Telephone – fax number – e-mail address
- Shipping and billing addresses
- Size, type and color of the substrate (concrete paver, clay brick, tile) to be engraved
- Choice of infill - “EcoTuff grout”; “EcoFlex urethane” or “colored dye” **and** the color of infill desired
- Font choice (see Font Selector)
- Number of units ordered as well as special instructions, if any

File requirements

- Provide us with a Microsoft Word or a .txt file--No Excel files, please
- Please make a separate document for each size or color
- See # 1.12 for formatting of your list(s)
- Send your order to : info@donorbricks.com along with the files as an attachment to the e-mail.

If you have any questions, please call your sales representative.

1.09 MAXIMUM NUMBER OF CHARACTERS ALLOWED PER LINE

Most engraving companies offer a maximum of 12 to 15 characters per line on a 4x8 brick. Our experience in precision engraving allows you a **maximum (including spaces and punctuation) of 20 characters in Upper/Lower Case and 16 characters in ALL UPPER CASE** for an 8"-wide paver with character size of 3/8" to 1/2". This allows for a true "personalized" message on concrete, clay, and tile. The following table shows our maximum characters/lines for different areas to be engraved.

MAXIMUMS ALLOWED FOR CONCRETE, CLAY, AND TILE ENGRAVING BASED ON THE SAMPLE FONTS ATTACHED WITH CHARACTER SIZE OF 3/8" TO 1/2" <i>(this includes spaces and punctuation such as . , " ' ! ? #)</i>			
SUBSTRATE NOMINAL SIZES	MAX CHARACTERS LOWER CASE	MAX CHARACTERS UPPER CASE	MAXIMUM NUMBER OF LINES
4x8 - face (see 1.03)	20	16	2
4x8 - bed (large area)	20	16	3
8x8	20	16	8
12x12	30	24	12
3x6	14	11	3
6x6	14	11	6
4-1/2x9	22	17	4
9x9	22	17	9

You may reduce the maximum number of characters allowed for your project in order to have larger inscriptions. Should you do so, please let us know so that we can increase the character size accordingly.

1.10 KEEPING TRACK OF BRICKS/TILES

- Do give your bricks or tiles a numerical number. This number will be transferred to the side or back of the brick or tile along with your personal client number.
- If you have a larger project that will require more than one section or you will be developing a locator system, please contact DonorBricks for suggestions regarding how to number your bricks or tiles and place your order.
- You will need to keep a permanent record of the files submitted as well as your order number and paver sequence numbers.

1.11 ORDERING TWO DIFFERENT TYPES OF BRICKS/TILES

Should you order 2 or more different types of substrate, please have a separate list for each of them and **keep numbers IN A SEQUENTIAL ORDER within each list**. **Be sure to indicate the type of brick or tile**, size, color, infill, and font as well as your identity on Page 1 of each list.

1.12 HOW TO FORMAT YOUR INSCRIPTION LIST FOR ENGRAVING

- Type your inscription list(s) - Microsoft Word is preferred (No Excel Files, Please).
- On the list of inscriptions to be engraved DO indicate your organization/company name (include your Profit Resources client number if known), project name, contact person, e-mail address, telephone and fax numbers on top of your list, as well as the shipping and billing address. Indicate type and color of brick or tile, size, color, infill, font selected. *As most of the lists we receive are called brick.doc, it is imperative that you provide us with the above information on each list.*
- **Make a separate list for different sizes, colors, and/or types of material to be engraved. Each list is to be numbered sequentially. DO NOT MIX DIFFERENT SIZES OR COLORS WITHIN THE SAME LIST.**
- Place the brick or tile number above the "inscription" lines" with a special note if necessary.

- All “inscription” lines to be engraved must be:
 - on a separate line without anything else on that line
 - left justified
 - typed without the use of tabs, columns, or fancy format (see example below)

NAME OF PROJECT/ORGANIZATION

Contact Person – E-mail address - Telephone & Fax Number

Billing & Shipping Address

Type, Size & Color of Brick or Tile to be engraved

Type (EcoTuff grout, EcoFlex urethane or dye) & color of infill

Selected Font

Brick 1 2 lines

HERB SCHEEL

“CUBS FAN”

Brick 2 1 line

THE EPNER FAMILY

Brick 3 3 lines Note: Add heart at beginning & end of line 3

Ronald & Edith

Estephan

Family

Brick 4 3 lines

In Loving Memory of

WARREN R BAUER

1920-1986

KEEP EACH LINE OF TEXT TO BE ENGRAVED LEFT-JUSTIFIED and free of any notation.

Lists that are not formatted correctly will be returned for correction.

1.13 CENTERING

Each inscription will be automatically centered for engraving. Should you have a special request for an inscription to be left or right-justified or for us to add a special character, please add a note on the brick or tile number line (see Brick #3 in example).

1.14 UPPER/LOWER CASE. TYPOS

What you type in **upper case** will be engraved in **upper case**. What you type in **lower case** will be engraved in **lower case**. Your misspellings or errors will also be engraved. Please check your file carefully before sending it to us.

1.15 CONTRACTS – PLAN AHEAD...

Profit Resources utilizes contracts. Signing a contract guarantees pricing for your project for one year and gives you access to additional support materials.

1.16 TERMS OF PAYMENT

Profit Resources requires a **50% deposit for orders totaling \$2,000** or more. The balance will be **due upon receipt of our invoice**.