



Your challenge is our progress, business without boundaries

Achilea Investments t/a Cowan Signs Midrand (Pty) Ltd

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**ESTABLISHED**

1996

Did you know?

**Your branded vehicle is seen by 3000 potential clients every hour it is on the road !**

For us to proceed, we will require the following from you:

- We will require a 50% deposit payable on acceptance of the quote, the balance is payable on the completion of the job.
- Please provide all company details i.e.: VAT Number, Address, Telephone Numbers, Vehicle Registration Numbers, Order Numbers if you do not use order numbers a name or anything we can use would be sufficient.
- Please provide us with photographs of your vehicle, if we do not have your vehicle on file we will require photographs and measurements to be taken by Cowan Signs, either we can come to your premises at a call out of R390.00 ex Vat within a 50Km radius, or you can bring your vehicles to our premises Gallagher Corner , Richards Drive Midrand.
- Should you be branding in one of our regions there is a courier fee involved of R450.00 ex vat, should you want to use your own courier service you more than welcome you can collect the sets from Cowan Signs and deliver to the region within the timelines provided by Cowan Signs.
- Design is charged at R490.00 ex Vat per hour.
- All decals, materials and designs remain the property of Cowan Signs until paid in full.
- Stripping of existing branding is not included in the quotation unless specified.

Important Information to know:

Cowan Signs cannot be held liable for any damaged caused to the vehicles during application and removal of vinyl under the following circumstances:

- If the vehicle has been re-sprayed due to an accident prior to the branding (Please note if the vehicle has been panel beatered it needs 2 weeks to out gas before branding can commence)
- If the vehicle is older than 3 years at the time of branding
- If paint is lifting on any part of the vehicle
- On colour coded plastic areas i.e.: plastic bumpers, side beadings etc.
- All valuables should be removed from your vehicles as Cowan Signs cannot be held responsible for any loss of personal belongings.
- Branding of Contravision and Lettering on windows is at clients own risk.
- Contravision has a 6 months warranty due to the fact that it cannot be varnished.
- Please note that you can insure your branding through your insurance company.
- The vinyl has a 1 to 2 week settling period for the adhesive to reach its optimum strength with the vehicle surface. Slight movement of the vinyl or small bubbles on the vinyl after branding are normal and will settle over a 2 week period.

To go ahead:

- In order to commence we will require all your company artwork i.e.: Logos, contact details, web address, fonts used, pantone colours etc (Design will accept or decline the artwork) including a design brief in writing.
- Should Cowan Signs require photographs and measurements of your vehicle, this will be booked for prepping where your vehicle is prepped into scale of 1:10
- Once prepped your vehicle will be booked into design for your first concept provided the above is all correct this will take 5-7 working days provided on capacity.
- Should there be further changes it will take 2 – 3 working days for changes once they have been received from the client
- Once we have received final design sign off, the vehicle needs to be prepped to production this is where the designer measures out the vinyl and sends all the details to the cutting machines and printing machines this is all panelled.
- Once it has been prepped to production a test print will be booked, client is required to check quality and sign off. Once signed off printing and varnishing gets booked. Should it be a pigmented vinyl client needs to come in and sign off the vinyl in order to proceed.
- Printing & Varnishing takes 5-7 working days provided on capacity
- PRODUCTION PROCESS BELOW.

PROCESS - PRINT, OVERLAM, CUT, DIGICUT

WORKING DAY 1	WORKING DAY 2	WORKING DAY 3	WORKING DAY 4	WORKING DAY 5	WORKING DAY 6	WORKING DAY 7	WORKING DAY 8
PRINT	1st DAY DRYING TIME	2nd DAY DRYING TIME	OVERLAM	DIGICUT	FINISH	CHECK IN STOCK	Application
			CUT				

PROCESS - PRINT, OVERLAM, CUT, DIGICUT & COURIER

WORKING DAY 1	WORKING DAY 2	WORKING DAY 3	WORKING DAY 4	WORKING DAY 5	WORKING DAY 6	WORKING DAY 7	WORKING DAY 8	WORKING DAY 9	WORKING DAY 10
PRINT	1st DAY DRYING TIME	2nd DAY DRYING TIME	OVERLAM	DIGICUT	FINISH	CHECK IN STOCK	COURIER	COURIER	Application
			CUT						

Branding of the vehicle only takes 1-2 full working day unless otherwise arranged with client. It is advisable to collect your vehicle the following morning to allow the vinyl to settle for quality purposes.

Artwork Requirements:

- Supply open/working files in vector format wherever possible, CorelDraw 13
- Ensure all the text is converted to curve even if the fonts are supplied, these can be saved in a separate folder on your disk or up loaded files.
- Supply all Bitmap elements as PSD's, TIFF's, EPS's, or JPEG's. Resolutions guides use the following: if you need to cover the whole side of a vehicle with 1 image, then it must be at a scale of 1:10 that image resolution when placed on a vehicle must be no less than 380dpi. For a sprinter sized vehicle no less than 480dpi and for trucks and busses no less than 750dpi. Please allow for 100mm bleed.
- All artwork must be supplied in CMYK and not RGB.
- All colour references must be supplied for matching. These must be a pantone match. CMYK does not help for colour matching since inks, profiles and machines vary.
- Where there is a layered PSD file available, that file must be supplied as well. Where possible, unnecessary layers must be deleted and obvious merged ones as to reduce file size and speed up processing.

Cleaning instructions:

- Normal hand car wash using a hose pipe.
- Standard car shampoo not containing waxes or polishes.
- Car sponges.
- Chamois.
- Mutton cloth

Avoid the following:

- Machine car wash.
- Power hoses.
- Abrasive materials.
- Waxes.
- Polishes.
- Chemicals.
- No Strong Detergents.
- Cleaning the vehicle with water only.

NB. no sunlight soap, Diamond Guard etc.

- Vehicles need to be washed a minimum of once a week. Commercial vehicles twice a week.
- Cowan Signs can't guarantee colour matching in the event of a repair to a vehicle. Zone 3-UV conditions NB: 2% fade per annum on all pigmented films.
- On removal of vinyl Cowan Signs cannot take responsibility for any damage caused to paint work.
- The vehicles must be accident free at the time of branding.
- Cowan Signs can't take responsibility for the paintwork on all plastic areas of the vehicle, as paint doesn't adhere as well to plastic as opposed to metal i.e. bumpers, side mirrors, beading etc.