

BRANDED SHOWROOM GRAPHICS

Lear Corporation
301 Logistics Center Drive
Wentzville, MO 63385

Contact: Jessica Leonard
Phone: 248.444.1010
eMail: jleonard@imbranded.com

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Job No. 577744
April 18, 2022

GoBy



Installation Procedures

ArrivalTime

Arrival time has been scheduled with your Project Manager and the client. Please contact the PM if you are going to be later than the predetermined time so they can notify the client.

Inventory of Shipment

The installation team should conduct a physical inventory of all products shipped to the site. There are (2) color copies of the approved installation GoBy. The box containing the GoBys has a sticker on the outside. If there are any missing items or damage has occurred during shipping, please notify the PM immediately. Pictures should be taken of any damaged products. The PM will advise if we can install or a reprint will be necessary.

Walk Through with Onsite Contact

Upon arrival, a site walk-through should be conducted with the onsite contact using the supplied GoBy. Site issues, placements and any questions can be resolved immediately.

Upon installation completion, review the graphic placements and obtain the client's signoff of the Installation Completion Form. Note any issues or items that could not be installed and reason.

Installation Completion

Please do not leave the job site until after you speak to the PM

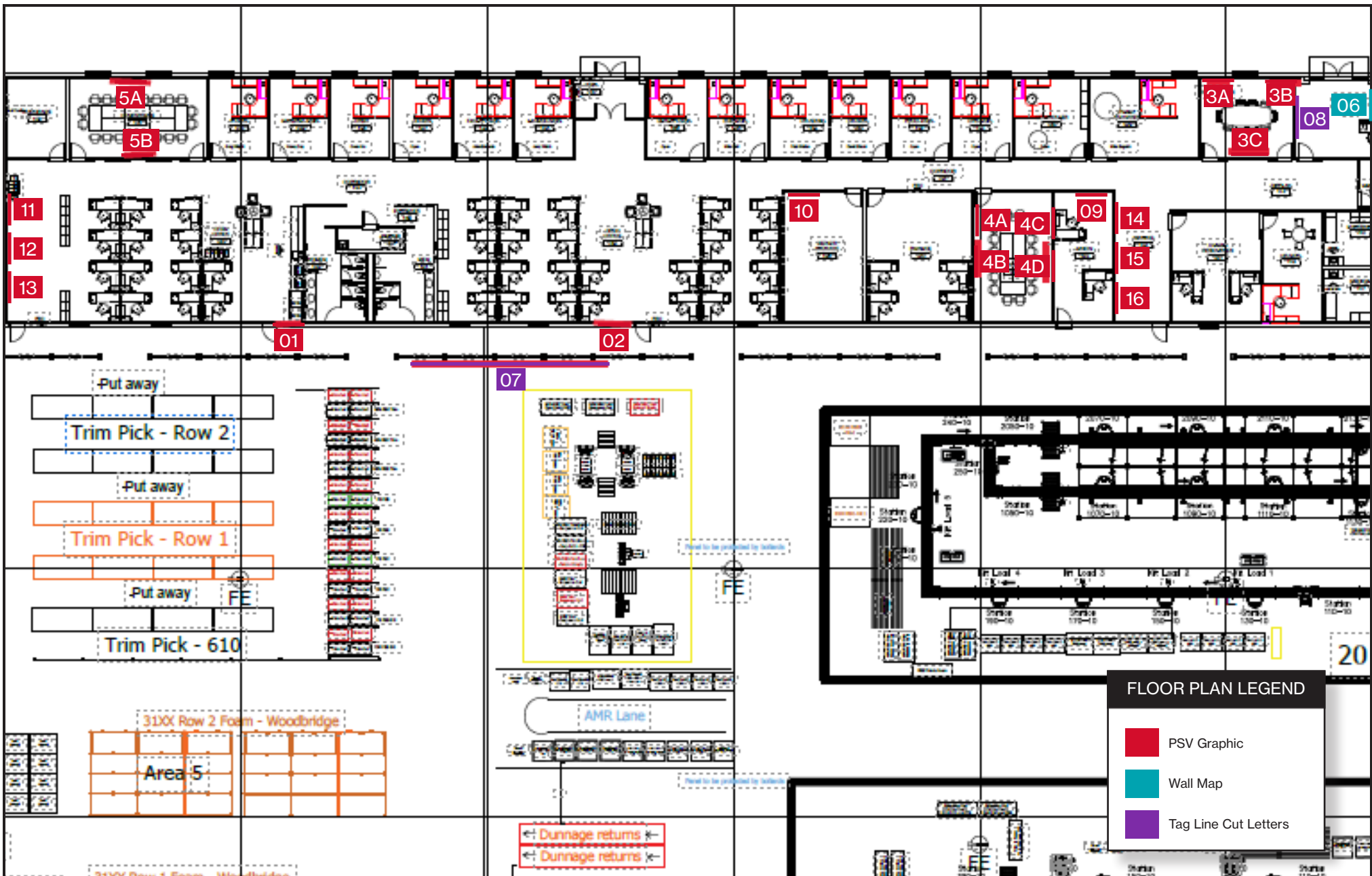
1. Contact the PM and provide status update, communicating any onsite changes to the approved GoBy or placement issues.
2. Confirm the lift can be called off.
3. Send completion photos of all graphics installed at the site. Photos should be sent to the PM within 24 hours of completion.
4. Have client sign the Installation Completion Form prior to departing the site. Note any issues or items that could not be installed and the reason.

NOTE: The Installation Completion Form and photos are required in order to process your invoice.

Project Manager: Erin Hemming

Phone: 866.717.4467

Email: ehemming@imbranded.com



FLOOR PLAN LEGEND

- PSV Graphic
- Wall Map
- Tag Line Cut Letters

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Contact: Jessica Leonard
 Phone: 248.414.1010
 eMail: jleonard@imbranded.com

Designer: MK
 Job No. 577744 | PM: EH

Floor Plan



PSVS 01 (30"w x 40"h) Z Mount, PVC 6mm



Brand Pillars

Purpose-Driven

As a responsible employer and supplier, our people are committed to each other and our partners to innovate and manufacture products that ensure the comfort, well-being, convenience and safety of consumers for our customers. This commitment extends to our communities and the environment as we strive to be a responsible corporate citizen.

Operational Excellence


Lear is known for our commitment to operational excellence, profitable growth and disciplined approach to manufacturing, program management and product development.

Experience-Enabling Technology

Lear has a strategic product road map to deliver technology that leads to intelligent vehicle experiences. We are driving the future of mobility by creating unique autonomous, connected, electrified and shared solutions

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PSVS 02 (30"w x 40"h) Z Mount, PVC 6mm



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Location: Lobby Area

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PSVS 01 (30"w x 40"h) Z Mount PVC 6mm
PSVS 02 (30"w x 40"h) Z Mount PVC 6mm

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PSVS 3A (30"w x 40"h) Z Mount, PVC 6mm



PSVS 3B (30"w x 40"h) Z Mount, PVC 6mm



PSVS 3C (30"w x 40"h) Z Mount, PVC 6mm



Location: Conference Room 1

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PSVS 3A (30"w x 40"h) Z Mount PVC 6mm
PSVS 3B (30"w x 40"h) Z Mount PVC 6mm
PSVS 3C (30"w x 40"h) Z Mount PVC 6mm

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PSVS 4A (30"w x 40"h) Z Mount, PVC 6mm



PSVS 4B (30"w x 40"h) Z Mount, PVC 6mm



PSVS 4C (30"w x 40"h) Z Mount, PVC 6mm



PSVS 4D (30"w x 40"h) Z Mount, PVC 6mm



Location: Conference Room 2

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Wentzville, MO 63385



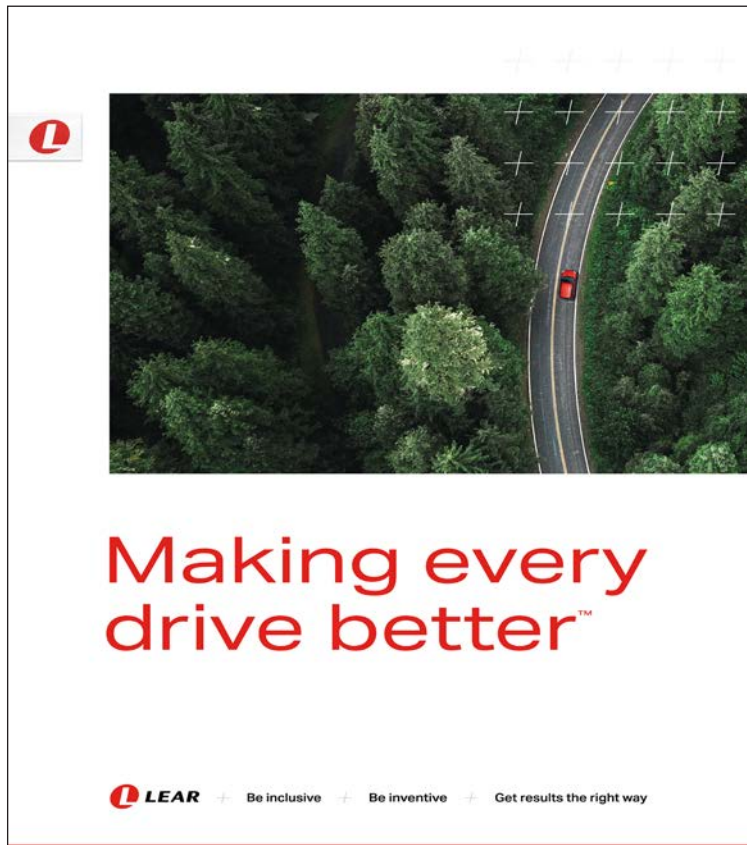
Contact: Jessica Leonard
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Designer: MK
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PSVS 4A (30"w x 40"h) Z Mount PVC 6mm
PSVS 4B (30"w x 40"h) Z Mount PVC 6mm
PSVS 4C (30"w x 40"h) Z Mount PVC 6mm
PSVS 4D (30"w x 40"h) Z Mount PVC 6mm

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PSVS 5A (30"w x 40"h) Z Mount, PVC 6mm



PSVS 5B (30"w x 40"h) Z Mount, PVC 6mm



Location: Conference Room 3

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PSVS 5A (30"w x 40"h) Z Mount PVC 6mm
PSVS 5B (30"w x 40"h) Z Mount PVC 6mm

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Will fill entire wall.

Location: Visitor Lobby

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Live Area:

PSV 06 (192"w x 142"h) Wall Vinyl Covering

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PSV 07 (600"w x 39.6"h) Adhesive Cut Red Letters - Shop Floor

See next page for install directions.

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PSV 08 (120"w x 8"h) Adhesive Cut Red Letters - Visitor Lobby

Center horizontally on wall, 60"h from bottom.

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Location: Shop Floor & Visitor Lobby

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PSV 07 (600"w x 39.6"h) Cut Red Letters
PSV 08 (120"w x 8"h) Cut Red Letters

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Place lettering in area shown.

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Location: Shop Floor

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PSV 07 (600"w x 39.6"h) Cut Red Letters

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PSVS 09 (30"w x 40"h) Z Mount, PVC 6mm



Brand Pillars

Purpose-Driven

As a responsible employer and supplier, our people are committed to each other and our partners to innovate and manufacture products that ensure the comfort, well-being, convenience and safety of consumers for our customers. This commitment extends to our communities and the environment as we strive to be a responsible corporate citizen.

Operational Excellence

Lear is known for our commitment to operational excellence, profitable growth and disciplined approach to manufacturing, program management and product development.

Experience-Enabling Technology

Lear has a strategic product road map to deliver technology that leads to intelligent vehicle experiences. We are driving the future of mobility by creating unique autonomous, connected, electrified and shared solutions

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PSVS 10 (30"w x 40"h) Z Mount, PVC 6mm



Purpose Driven

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Location: Hallway

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Live Area:

PSVS 09 (30"w x 40"h) Z Mount PVC 6mm
PSVS 10 (30"w x 40"h) Z Mount PVC 6mm

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PSVS 11 (30"w x 40"h) Z Mount, PVC 6mm




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PSVS 12 (30"w x 40"h) Z Mount, PVC 6mm




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PSVS 13 (30"w x 40"h) Z Mount, PVC 6mm




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Location: West Area

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Live Area:

PSVS 11 (30"w x 40"h) Z Mount PVC 6mm
PSVS 12 (30"w x 40"h) Z Mount PVC 6mm
PSVS 13 (30"w x 40"h) Z Mount PVC 6mm

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PSVS 14 (30"w x 40"h) Z Mount, PVC 6mm




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PSVS 15 (30"w x 40"h) Z Mount, PVC 6mm




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PSVS 16 (30"w x 40"h) Z Mount, PVC 6mm




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Location: Hallway

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Live Area:

PSVS 14 (30"w x 40"h) Z Mount PVC 6mm
PSVS 15 (30"w x 40"h) Z Mount PVC 6mm
PSVS 16 (30"w x 40"h) Z Mount PVC 6mm

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INSTALLATION COMPLETION FORM

1 SITE INFORMATION

Customer Name: _____ Job#: _____
Address: _____
Site Phone Number: _____
Primary Site Contact Name: _____ Phone: _____
Alternate Site Contact Name: _____ Phone: _____
Alternate Site Contact Name: _____ Phone: _____
Site Arrival Date: _____ Time: _____

2 PRE-INSTALLATION PROCEDURE

- ☐ Introduction to Site Contact
- ☐ Verification of all products and equipment exist on-site
- ☐ Retrieval of Graphic GoBy and/or Millwork Plan from the materials
- ☐ Verify graphic/millwork areas are cleared for installation
- ☐ Walk site with Site Contact and review all areas for graphics/millwork

Pre-installation walk-through completed with:

Name: _____ Title: _____

3 POST-INSTALLATION PROCEDURE

- ☐ All graphics/millwork have been installed to match Graphic GoBy/Millwork Plan
- ☐ Graphics/Millwork installed in different areas per Site Contact Direction
(List changes in "Installer Job Notes" section)
- ☐ All graphics/millwork checked for quality
- ☐ All debris, trash, shipping materials, etc. are disposed of properly and work areas are clean after install

Use chart below for Millwork sign off for each room/location

Room Name/Number	Accepted	Declined	Notes

Please use chart(s) on next page for additional locations not already listed.

4 INSTALLER JOB NOTES

5 SITE CONTACT JOB NOTES

6 INSTALLATION SIGN-OFF

- ☐ Walk entire site with Site Contact after Installation Checklist is complete

I agree that the installation is either complete or is complete with the exception of the items listed in the notes above, which will be addressed in a timely manner.

Lead Installer: _____
Signature Printed Name Date

Site Contact: _____
Signature Printed Name Date

Please leave a copy of this completed, signed document with the Site Contact when possible.