



## JEEP | CDR+J BRANDED SHOWROOM GRAPHICS

Smith Haven CDJR  
794 Jericho Turnpike  
St. James, NY 11780

**ALTERNATE FACILITY**

Contact: Scott Kenley  
Phone: 248.537.8575  
eMail: [skenley@imbranded.com](mailto:skenley@imbranded.com)

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Job No. 575247  
May 20, 2022

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## INSTALLATION PROCEDURE

### Arrival Time

Arrival time has been scheduled with your Project Manager (PM) 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 which is the Scope of Work. Site issues, placements and any questions can be resolved immediately. Some heights and alignment of graphics may need to be adjusted based on light switches, outlets, door handles etc. Its important to take an overall view of the site and make these distinctions before installation and can be discussed with the onsite contact. The goal is to have a consistent and pleasing look to the graphics within all areas of the facility. If there are issues or questions you can call the project manager, Val Tonon, whose contact information is below, or contact the Account Manager who's name and contact information is on each page of this GoBy.

Upon installation completion, review the graphic placements and **obtain the client's sign off** on 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 on-site 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: Val Tonon**

**Phone: 248.606.0232**

**Email: vtonon@imbranded.com**

H 106 StretchPrint™ (48"w x 36"h),  
Silver Frame



2022 Chrysler Pacifica

H 206 StretchPrint™ (48"w x 36"h),  
Silver Frame



2022 Dodge Charger SRT

H 306A StretchPrint™ (48"w x 36"h),  
Silver Frame



2022 Dodge Durango

H 406 StretchPrint™ (48"w x 36"h),  
Silver Frame



2022 RAM 1500

H 506 StretchPrint™ (48"w x 36"h),  
Silver Frame



2022 Mopar Durango

Please speak with the onsite  
contact for the placement of  
products to be installed.

SUBSCRIPTION IMAGES

Smith Haven CDJR  
794 Jericho Turnpike  
St. James, NY 11780

Contact: Scott Kenley  
Phone: 248.537.8575  
eMail: skenley@imbranded.com  
Designer: MN  
Job No. 575247 | PM: VT

Contact Sheet

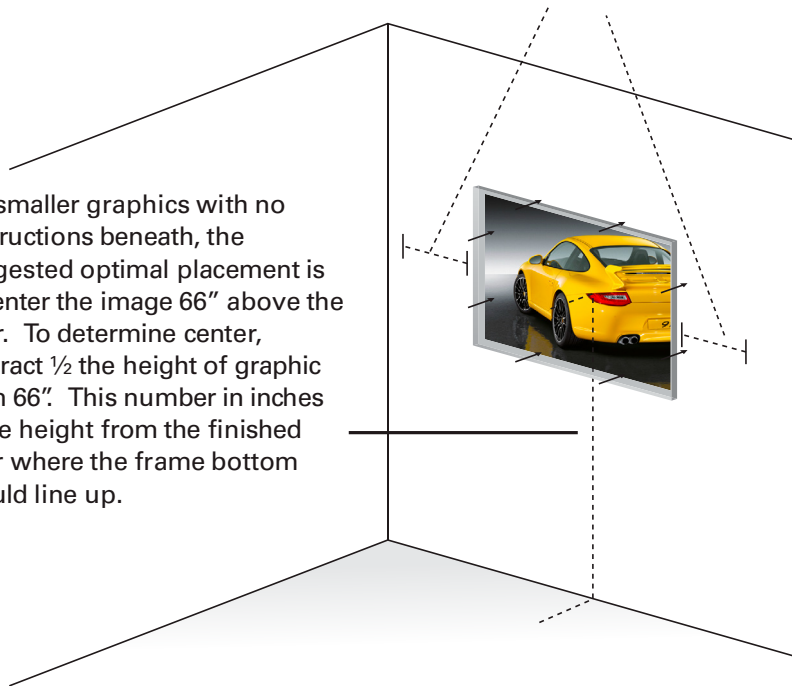
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# GRAPHICS INSTALLATION OVERVIEW

## Elevation: No Obstructions (Type #1)

**Center graphic horizontally** inside live area, equal space on each side

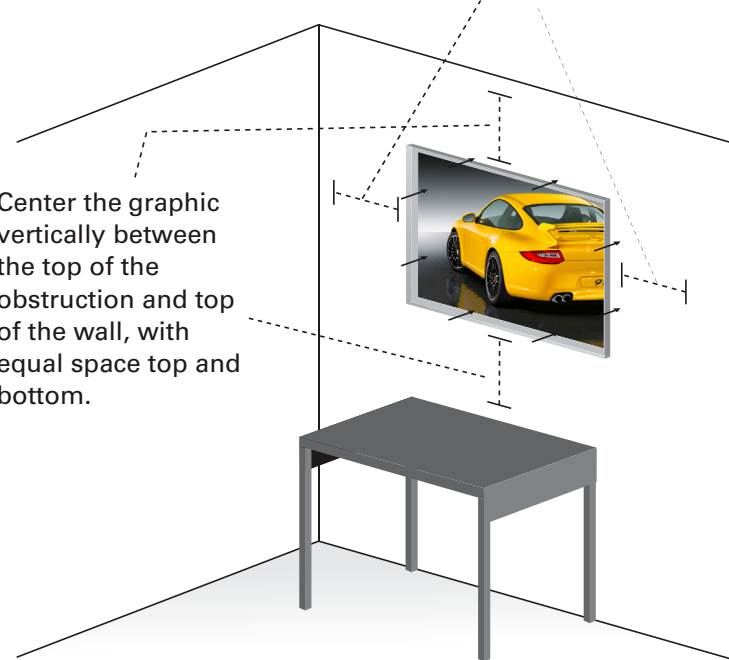
For smaller graphics with no obstructions beneath, the suggested optimal placement is to center the image 66" above the floor. To determine center, subtract  $\frac{1}{2}$  the height of graphic from 66". This number in inches is the height from the finished floor where the frame bottom should line up.



## Elevation: With Obstructions (Type #2)

**Center graphic horizontally & vertically** inside live area, equal space on each side

Center the graphic vertically between the top of the obstruction and top of the wall, with equal space top and bottom.



**If both Type #1 and Type #2 are in same room or hallway, the vertical center of ALL graphics should be height of Type #2**





# 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

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## 5 SITE CONTACT JOB NOTES

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## 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.**