

Information design and interior design

General

Our products are hand-made, one tray or coaster at a time. It is a craft, and in addition to this we use wood which is an organic, living material. These factors determine the way in which we work and they affect our production in the following ways:

- an exact likeness can not always be achieved.
- a certain adjustment ($\pm 5\text{mm}$) of the pattern or motif is normal.
- to compensate for any seconds we always make a few additional pieces which means that the delivered number can differ from the ordered number. The factory standard is ± 10 per cent. With lower quantities the percentage can be more variable.

Artwork

- If the originals are not ready to use or if any major adjustments are needed a repro-cost will be added.
- Exact matches for pantone- and cmyk-colours are not achievable as changes will occur in the printing process and due to the use of paper and varnish. Colour samples will be sent to the client, as agreed, before production commences.
- If the artwork is to be offset printed, the full amount of the print is ordered, after which we send a sample for approval prior to production. Should the client choose to make

alterations to the offset print, the print will have to be re-made and an additional printing charge will be incurred.

- The colours will not be the same in digital and offset prints.

Applying fabrics

- Use natural fabrics such as cotton, silk or linen.
- Linen cloth will get a darker tone when pressed onto the tray, almost as if wet.
- If using silk, please indicate which side is the front as this can be very difficult to ascertain.
- The thinner the fabric the better the result.
- Be careful to keep the material free from hair, thread, dust, adhesive tape or anything else that you do not want to be shown on the tray.
- When using colour prints avoid applying the paint too thickly or in several layers.
- The colours must be fixed. This is particularly important when using handprints.
- Bear in mind that threads in the fabric may become visible.
- Original artwork will not be replaced.
- We do not recommend the use of washing machines for trays with applied fabrics.
- Our products are hand-made and therefore it is to be expected that the pattern or motif is not perfectly centred. When it comes to fabric this depends on the quality of the cloth and how the original is cut.

Your artwork

- To ensure the best result all original artwork should be square-cut and centred.
- Bear in mind that about 2 cm around the circumference of the tray will disappear in the cutting.
- Bear in mind that anything on or in the paper, including on the reverse, will be visible on the finished tray.
- If you wish to stick something to the paper or fabric avoid using adhesive tape.
- Your original artwork will not be replaced.
- We do not accept responsibility for final results on prints that have been sent to us. All products will be invoiced, regardless the outcome.
- If sending us your own patterns on paper use matt 60-80-gram paper. Only use Inkjet printers.
- If you are painting or drawing your own picture, the best result is achieved with watercolours, Indian ink or pencil. Be sure not to apply too much colour in any one place.

Trays

- Our trays are made of birch veneer.
- Our trays have a melamine based surface which is heat and alcohol resistant.
- The trays are washable in restaurant washers up to 95 degrees Celsius, if we deliver the prints. The trays have not been tested for the use of domestic washing machines.
- Both paper and fabric can be applied to the products.

Trivets and cutting boards

- We make our trivets and cutting boards from exterior MDF, for best quality.
- Trivets and cutting boards made from MDF-materials are not machine washable. Not must they be soaked.
- The trivets and cutting boards have a melamine-based surface resistant to heat and alcohol.
- There are many shapes to choose from. Al-

ways be careful to indicate which model you require and also if a hole should be added.

Coasters and sandwich mats

- Coasters and sandwich mats are made from birch veneer. We do recommend that these products are not machine-washed. Nor should they be left soaking.
- We can press fabrics and paper into the product and the reverse is usually white with text.
- The coasters and sandwich mats have a melamine-based surface which is resistant to heat and alcohol.
- There are many shapes to choose from. Always be careful to indicate which model you require.

The reverse

- Should you wish to, you can add text or a logo to the reverse.
- The reverse of each tray will state that the product has been developed together with Formpress. This text can be adjusted according to the wishes of the client.
- For flat products we recommend that the text or logo on the reverse does not require to be centred.

Orders and delivery

- Your order must always state the following: company name, contact person, invoice and delivery address, telephone number, quantity ordered and the size, name and price of the product
- Delivery is usually made about three weeks after approval of original, proof and possible samples.
- Unless otherwise agreed the product will be delivered using Formpress' chosen carrier.
- Any damages that may occur while the product is transported must be reported by the client directly to the carrier company that made the delivery.