



SimpleComfort® Thermostats Custom Logo Request Form

FAX TO:
(315) 233-5282



The complete **custom logo request form** is available on the home page of our website at www.icmcontrols.com

On the **ICM home page**, click on the **"Custom Logo Form"** link.

When the PDF appears, either print it or save it to your desktop. **Note:** Adobe Acrobat is required.

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 Business Phone No. Business Fax No. Email Address

 Contractor Name Contact Person

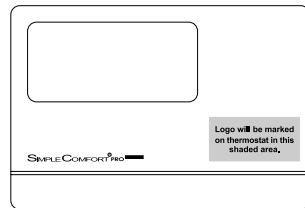
 Contractor Address (Complete City, State and Zip code)
 () ()

 Business Phone No. Business Fax No. Email Address



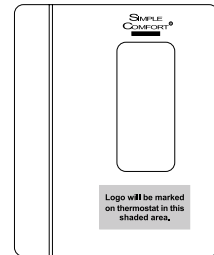
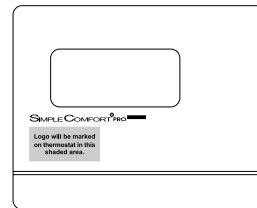
Default location of logo on SimpleComfort® thermostats. Logo position subject to change. Final position will be determined by ICM Controls. Logo size to remain consistent on all thermostats

- Your logo will be the same size on all thermostats. Any logo submitted that is larger, will be scaled down to fit.
- Make a photocopy of your logo and reduce it to fit within the box. If you can't read it, you need to modify it.



Models

- SC2010L SC4211
- SC2211L SC4811
- SC2311L SC4812
- SC3000L SC5010
- SC3010L SC5011
- SC3211L SC5211
- SC3811 SC5811
- SC4010 SC5812
- SC4011 SC5813



Models

- SC1001/V
- SC2000/VL
- SC2001/VL
- SC2201/VL
- FS1500/VL

LOGO ORIGIN (check one)

Please create a basic imprint for customer
 • Use font # _____ for this logo (choose 1 of 22 from right)

Line 1: _____

Line 2: _____

Line 3: _____

Accommodations have already been made to have a PROPERLY FORMATTED LOGO emailed to ICM. See Specifications below.

Size and final positioning of the logo remain the sole discretion of ICM Controls.

GRAPHICS SPECIFICATIONS

PLEASE FORWARD TO GRAPHICS COMPANY

- Email logo to: jkocik@icmcontrols.com
- Preferred Formats: Illustrator or FreeHand with text converted to paths/curves.
- Submissions must be: Black and white only, no shading, no color, no greyscale
- ACCEPTABLE LOGO FORMATS for submission:
 - Black and white only
 - JPG, EPS, of Tiff
 - 300 DPI minimum
- UNACCEPTABLE LOGO FORMATS for submission:
 - NO color/greyscale/shading
 - DAT files
 - Low-res scans
 - PowerPoint files
 - Internet Images (low quality (72 dpi) images downloaded from a web site
 - BMP formats
 - DXF/CAD files
 - MSWord files
 - Quark Xpress files
 - Corel Draw files
 - GIF files
 - Page Maker files
 - Window Metafiles
 - PDF files
 - PNG files

FONT #	SAMPLE FONT
1	ICM CONTROLS Made in the USA 800-365-5525
2	ICM CONTROLS Made in the USA 800-365-5525
3	ICM CONTROLS Made in the USA 800-365-5525
4	ICM CONTROLS Made in the USA 800-365-5525
5	ICM CONTROLS Made in the USA 800-365-5525
6	ICM CONTROLS Made in the USA 800-365-5525
7	ICM CONTROLS Made in the USA 800-365-5525
8	ICM CONTROLS Made in the USA 800-365-5525
9	ICM CONTROLS Made in the USA 800-365-5525
10	ICM CONTROLS Made in the USA 800-365-5525
11	ICM CONTROLS Made in the USA 800-365-5525

FONT #	SAMPLE FONT
12	ICM CONTROLS Made in the USA 800-365-5525
13	ICM CONTROLS Made in the USA 800-365-5525
14	ICM CONTROLS Made in the USA 800-365-5525
15	ICM CONTROLS Made in the USA 800-365-5525
16	ICM CONTROLS Made in the USA 800-365-5525
17	ICM CONTROLS Made in the USA 800-365-5525
18	ICM CONTROLS Made in the USA 800-365-5525
19	ICM CONTROLS Made in the USA 800-365-5525
20	ICM CONTROLS MADE IN THE USA 800-365-5525
21	ICM CONTROLS Made in the USA 800-365-5525
22	ICM CONTROLS Made in the USA 800-365-5525



SimpleComfort® Thermostats

Ordering Tips

- 1. Read entire Custom Logo Request Form prior to completing it:**
 - If you do not understand something, contact your ICM representative
 - ANY modifications to a previous “signed off” logo require a new request form
- 2. Completely fill out request form:**
 - Print appropriate information in blank spaces on form
 - Pay special attention to check boxes
 - If you are choosing a font from the Sample Font Page, make sure the font number appears in the appropriate space on the form (under logo origin)
 - **DO NOT send in P/O with initial request form** (i.e.: on fax cover page)
3. It is especially important to note that you should contact the customer’s graphics company to get a properly formatted logo emailed to ICM. Contact the graphics company and read them Items 1-5 under “Graphics Specifications” on the Custom Logo Request Form. They will understand the terminology.
4. Get a commitment from the graphics company as to when the graphic will be emailed to ICM. Note this date on the request form and follow up to verify the logo was sent by the graphics company and received by ICM.
5. If the graphics company charges a fee to transmit the logo to ICM, the customer is responsible for that fee.
6. If the “Accommodations have been made...” box was checked under Logo Origin, and no logo is submitted, there will be no completed thermostats.
7. Fax in completed request form and a clean/enlarged copy of the customer’s logo. Be sure the logo is exactly what the customer wants; if there is something on the logo that will not go on the thermostat, please cross it off.
8. The finished drawing will be assigned a logo number that will begin with the letter “L”. **Reference this number on your purchase order AFTER you receive the drawing:**
 - Failure to reference this “L” number on your P/O may result in the customer receiving blank thermostats. New covers with new logo are \$3.75 each
 - Referencing an incorrect or outdated logo number will result in wrong covers
9. Sign offs with purchase orders are expected within 10 days of the drawing’s completion. Both signed off drawing and purchase order (referencing a specific “L” number) must be faxed to ICM to complete the order. Failure to submit one or the other will cause delays.