



EGM Tempering Pattern/Template Policy REVISED 5/16/2023

UNLESS OTHERWISE REQUESTED,
PATTERNS WILL BE HELD FOR
30 DAYS FROM TIME OF COMPLETION
THEN WILL BE DISCARDED.

**EGM TEMPERING RESERVES THE RIGHT TO TURN DOWN ANY
PATTERN/TEMPLATE BASED ON THE CONDITION OF THE PATTERN/TEMPLATE.**

Please note below our policy regarding patterns/templates:

1. All patterns/templates must be “cut per pattern”. We are unable to adjust fabrication based on notations such as “deduct 1/4”, “add 1/8 to one side” etc...
2. Pattern/template form **MUST** be filled out. We are unable to process any quotes or orders unless this form is received. Our drivers will not be able to receive any patterns without this form accompanying (see attached)
3. If the pattern/template is **NOT** for the “full” piece and only a portion, this must be notated on pattern “use pattern for radius corner, see drawing for full dimensions”
4. All pattern/template orders must be accompanied by a purchase order.
5. We will accept most any type of material for the pattern that is in good condition. We do highly recommend not to use Styrofoam as it has a tendency to break and crumble.
6. If you need a pattern pickup, please fill out the pattern form and email to wholesale@echolsglass.com. We will schedule a pickup from there.

We hope this helps, these steps will allow us to keep a streamlined flow of production to service your orders in a timely manner.

Note that it may take up to 5 business days to process incoming patterns/templates. Allow up to 8 business days from date of receipt for order confirmations on patterns.