

PAVERART - SAMPLE INSCRIPTION SUBMITTAL FORMAT

Thank you for using Paverart as your #1 source for top quality engraved pavers. The format for properly submitting your inscriptions is very easy to do. Just follow the directions below:

1. All inscriptions need to be submitted by email. All inscriptions submittals must be in an original Microsoft Word format (no transfers from Microsoft Excel). You will need to save your inscriptions based on size – for example, if you are ordering 4 x 8 and 12 x 12 engraved pavers, you will need to save the inscriptions for the 4 x 8's in one file and the inscriptions for the 12 x 12's in a second, separate file.
2. Use a readily identifiable file name to describe your inscriptions.
3. There are a few simple rules required for the submitted inscription file:
 - a. All inscriptions submittals must be in a Microsoft Word format.
 - b. All letters must be in Upper Case / Capital letters.
 - c. Each inscription must be left justified on the page.
 - d. NOTE: You do not have to “center” each line of your inscription. Maintain the left justified format. We will center the lines for you.
 - e. We request that when you come to the end of a line, do NOT hit the space bar and then the enter key – just hit the enter key.
 - f. NOTE: You may use whatever your default Word font is – you do not have to use the font you've chosen for your engravings. We will apply the proper font to your inscriptions.
 - g. DO NOT number each inscription.
 - h. Skip 2-3 lines between each individual inscription.
 - i. Continue your inscriptions in the left justified column as you go from page to page – only one column per page.
4. Save your work to the properly labeled file, attach the file to an email and send it to **mbull@paverart.com**. Please make sure your name, organization name and contact information are in the body of the email.
5. Sit back, relax and wait for your order to be completed. Paverart will take it from here.

Example of a 4 x 8 Inscription Submittal Sheet

FATHER
GARRET
FITZGERALD

ALEX
CATTELONA

MARION &
HENRY RILEY

THE
VALENTINE
FAMILY

BRAVE
BEGINNINGS

SOVEREIGN
BANK
LONG BRANCH

IN MEMORY OF
DORIS GORGAS
LOVE, PAUL

DUTCH ATKINS
CONNIE ATKINS
NICOLE COURT