Town of Bristol Parks Committee Meeting Agenda July 7, 2022 5:30 pm @ Bristol Town Hall Agenda

I.	Call to Order
II.	Review and approval of minutes from June, 2022 meeting (5 minutes)
III.	Public Comment/Questions (10 minutes)
IV.	Update for Tree installation for 2022 (10 minutes)
V.	Review and approval of park signage to go to town board (10 minutes)
VI.	Review and approval of Brooks Ridge shelter quotes to go to town board (10 minutes)
VII.	Update on park boundary markers, letter to residents, and park signage (10 minutes)
VIII.	Update on shelter pricing (5 minutes)
IX.	Update on pricing and possible contractors for Bristol Ridge playground replacement (10 minutes)
a.	Approximate costs/Bid requirements/ADA
b.	Funding request timing and requirements
Χ.	Review master plan maps and pricing (10 minutes)
XI.	Other Business (15 minutes)
a.	Updates for the Town Website
b.	Plant Dane Grant timing update

Next meeting:

Adjourn

XII.

XIII.

TOWN OF BRISTOL

7747 County Road N, Sun Prairie WI 53590 Parks & Rec. Committee Meeting June 7, 2022

- I. Call to Order at 6:33pm
- II. Review and approval of minutes from May, 2022 meeting (5 minutes) Approved.
- III. Review and approve committee member change (5 minutes) Welcome Krista Scott who is replacing Pat Anderson
- IV. Public Comment/Questions (10 minutes)
 - A. Mark commented that the idea of neighborhood reps has been a great addition to the town of Bristol park work.
 - B. Bristol Gardens has their neighborhood event in the park and it went well, lots of kids, Shaved Ice truck was very popular. Krista is willing to help coordinate with other Neighborhood Reps similar sorts of events. SP has their events and it would be nice to see more for town of Bristol.
- V. Maintenance Progress since last Meeting (5 minutes)
 - A. All of the Needs doc of what has been completed.
 - B. An electrician is coming this week so a few more items should get taken care of
 - C. Al is getting cost of 220 feet of materials to do the bridge at Norway thinking \$2500
 - D. Discussion if it is cheaper to do treated lumber, but then you have staining and maintenance.
- VI. Review and request for Trees for 2022 (10 minutes)
 - A. Review 3 bids, 3rd bid came in and was significantly higher.
 - B. Choice to recommend going with Srb's
 - C. We want to be sure we state we want better than park quality trees
 - D. Ben will take to Board meeting for \$15K for 30 trees
 - E. Type and location to be determined later
 - F. Committee will work to identify which parks will get trees, they won't all go in one park, but rather in multiple
 - G. Tom will take the leads on the Tree Task
- VII. Update on park boundary markers and park signage (10 minutes)
 - A. We have approximately 30 park posts
 - B. Looking at Brooks Ridge Trail
 - C. Krista to work with Gabe to get metal detector
 - D. Krista will contact Dustin for flag markers
 - E. Cristine shared letter to go to park residents with property connected to the park.
 - F. Ben will ask who should residents contact with questions from the letter
 - G. Tom will get a map of the park caught up to this letter so it can be sent to park residents
 - H. Dustin will come after we mark where exactly we want the trail markers installed
 - I. Kim G has town of Bristol letterhead
- VIII. Update on shelter pricing (5 minutes)
 - A. Mark will continue to work on this.

TOWN OF BRISTOL

7747 County Road N, Sun Prairie WI 53590 Parks & Rec. Committee Meeting June 7, 2022

- B. Shelters through Lee Recreation are Super pricey
- C. He is pricing out Polygon Shelters 16x24 (Bristol Ridge) and 16x16 (Brooks and Norway) similar to ones used at Token Creek with Steel posts, steel girders and rafters.
- D. Windsor spent in 2016, 31K for shelter, prep and install.
- E. Mark is getting more pricing on the prep and pad

XI. Consider Bristol Ridge playground replacement (10 minutes)

- A. Approximate costs/Bid requirements/ADA are required. Lee Recreation/Burke is expensive.
 - Mark contacted AAA Playgrounds out of Indiana and for similar equipment, it is half the price.
- B. Have 3 fee levels of support, just the equipment, a supervisor to help direct installation, and complete installation. Mark was really impressed with AAA, he will continue to seek others for comparison. ADA is being considered.
 - C. Funding request timing and requirements before October budget meetings
- X. Review master plan maps and pricing (10 minutes)
- A. Bob Downing is willing to draw up some master park plans for Scottish, Brooks, Norway, and Mark will see about estimate of time to complete. Fee is \$125/hr.
- B. Bristol Ridge is the only park with a master plan. We would start with 2 parks. Bob would incorporate the old written plans for the parks to include visual plans.

XI. Other Business (15 minutes)

- A. Updates for the Town Website are still needed. Krista will work on getting content related to parks and the committee updated.
- B. Park Signage was considered. Cristine provided photos of current Bristol Ridge park signage and estimate for new signs. Committee was sent color pics of the sign options in GREEN and TAN after the meeting. Cost is approximately \$1200 each, if we pick up outside of Milwaukee. Signage considered for all parks except Bristol Gardens and Town Hall.
- C. Pollinator Gardens were discussed. Krista to apply for plants through Dane County. She will read into and decide on a site(s) to plant and see how it goes before ordering or deciding for all parks.

XII. Next meeting: TBD

XIII. Adjourn



CUSTOMER NAME

ORDER DATE:

SALES ORDER NUMBER:

TOWN OF BRISTOL (WI)

PB0

RYN

PROOF DATE:

SALES EXECUTIVE:

4/21/22

4/25/22

COLOR OF PRODUCT:

RESIN POURED:

GREEN/WHITE/GREEN MARINE BOARD -GREEN POSTS

[91768] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - INSET

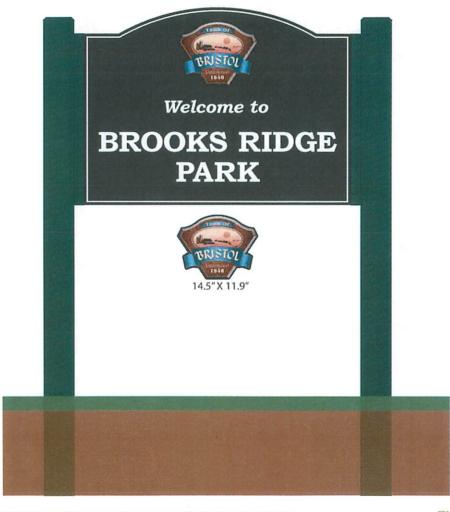
ITEM:

BORDER - SINGLE (BOTH SIDES) POST N/A

RESIN COLORS:

N/A

SPECIAL INSTRUCTIONS:



CUSTOMER APPROVAL

By approving the above layout for production, the customer approves of the layout, spelling, colors and any other modifications that are shown or described. Resin colors are approximated unless specifically requested; due to the limitations and inconsistencies of various monitors, colors may not be an accurate representation of the product. Approval of this proof begins production immediately and is non-returnable.

THE MAX-R SIGNATURE LOOK

post & panel design two-tone colors signature panel designs

arched accents

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SALES ORDER NUMBER: SALES EXECUTIVE: ORDER DATE: RYN P80 4/21/22

PROOF DATE:

4/25/22

TOWN OF BRISTOL [WI]

COLOR OF PRODUCT:

RESIN POURED:

RESIN COLORS:

SPECIAL INSTRUCTIONS:

N/A

[#####] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - INSET BORDER - SINGLE [BOTH SIDES] POST

GREEN/WHITE/GREEN MARINE BOARD -GREEN POSTS

N/A



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CUSTOMER NAME

SALES ORDER NUMBER:

SALES EXECUTIVE:

ORDER DATE: PROOF DATE:

TOWN OF BRISTOL (WI)

PBO

RYN

4/21/22 4/25/22 COLOR OF PRODUCT:

ITEM:

GREEN/WHITE/GREEN MARINE BOARD -GREEN POSTS

[#####] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 -

INSET BORDER - SINGLE [BOTH SIDES] POST

N/A

N/A

RESIN POURED:

RESIN COLORS:

SPECIAL INSTRUCTIONS:



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CUSTOMER NAME

TOWN OF BRISTOL (WI)

PB0

ITEM:

GREEN/WHITE/GREEN MARINE BOARD -GREEN POSTS

[#####] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - INSET BORDER - SINGLE [BOTH SIDES] POST

SALES ORDER NUMBER: SALES EXECUTIVE:

RYN

RESIN POURED:

N/A

ORDER DATE:

4/21/22

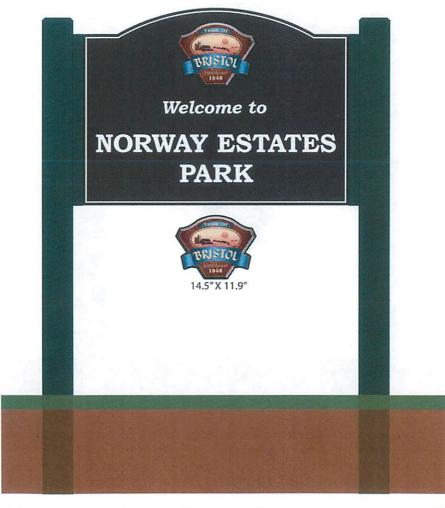
N/A **RESIN COLORS:**

PROOF DATE:

4/25/22

SPECIAL INSTRUCTIONS:

COLOR OF PRODUCT:



CUSTOMER APPROVAL

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TOWN OF BRISTOL [WI] **CUSTOMER NAME**

PBO SALES ORDER NUMBER:

RYN

4/25/22 4/21/22 ORDER DATE: PROOF DATE:

COLOR OF PRODUCT: RESIN POURED:

RESIN COLORS:

[####] INFORMATIONAL SIGN - SHAPE I - DOUBLE SIDED - 0.75X48X36 INSET BORDER - SINGLE [BOTH SIDES] POST GREEN/WHITE/GREEN MARINE BOARD -GREEN POSTS

N/A

SPECIAL INSTRUCTIONS:



CUSTOMER APPROVAL

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signature panel designs arched accents

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CUSTOMER NAME

SALES ORDER NUMBER:

TOWN OF BRISTOL (WI)

PB₀

COLOR OF PRODUCT: ITEM:

GREEN/WHITE/GREEN MARINE BOARD - GREEN POSTS

[#####] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - INSET BORDER - SINGLE [BOTH SIDES] POST

RESIN POURED:

RESIN COLORS:

N/A

SALES EXECUTIVE: ORDER DATE: PROOF DATE:

RYN

4/21/22

4/25/22

SPECIAL INSTRUCTIONS:



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CUSTOMER NAME

SALES ORDER NUMBER:

TOWN OF BRISTOL (WI)

PBO

COLOR OF PRODUCT:

GREEN/WHITE/GREEN MARINE BOARD - GREEN POSTS

[#####] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - INSET BORDER - SINGLE [BOTH SIDES] POST

SALES EXECUTIVE: RYN

4/21/22 ORDER DATE:

PROOF DATE: 4/25/22 **RESIN COLORS:** N/A

Welcome to **SCOTTISH HIGHLANDS PARK**

ITEM:

RESIN POURED:

SPECIAL INSTRUCTIONS:

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THE MAX-R SIGNATURE LOOK

post & panel design signature panel designs two-tone colors arched accents

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SALES ORDER NUMBER: SALES EXECUTIVE: ORDER DATE: RYN PBO

PROOF DATE:

4/25/22

4/21/22

COLOR OF PRODUCT:

TOWN OF BRISTOL [WI]

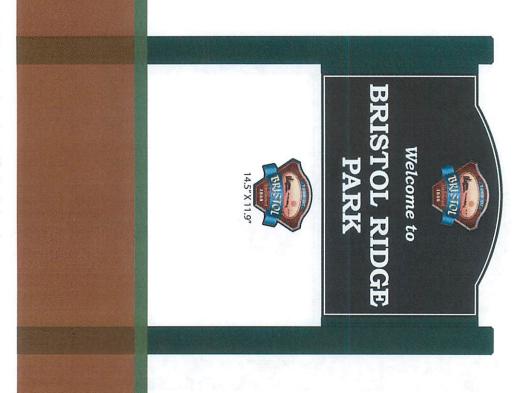
RESIN POURED:

RESIN COLORS:

SPECIAL INSTRUCTIONS:

[####] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - INSET BORDER - SINGLE [BOTH SIDES] POST GREEN/WHITE/GREEN MARINE BOARD -GREEN POSTS

N/A



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THE MAX-R SIGNATURE LOOK

post & panel design

two-tone colors

arched accents signature panel designs

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QUOTE: 39009 - Park Signs (167490)

Account Name	Town of Bristol-WI	Ship Via	-	Rep	7GOV1
Contact Name	Cristine Reid	Terms	-	Created By	Ryn Soper
Phone	608-709-1929	PO Number	2	Created Date	4/21/22
Email	credareid@gmail.com	Tracking Email	-	Expiration Date	5/21/22
Bill To: -		Ship To:		Shipping Contact	Information:
Town of Bristol-WI		Town of Bristol-WI		Full Name	Christine Reid
Town of Bristol-WI 7747 County Rd N Sun Prairie, Wisconsin 53590 United States Town of Bristol-WI 7747 County Rd N Sun Prairie, Wisconsin 53590 United States		Phone Number	-		

Qty.	Product	Short Description – Full details outlined on product spec sheets when applicable	Unit Price	Line Total
1	SIGN	[91768] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - GREEN WHITE GREEN MARINE BOARD - INSET BORDER - SINGLE (BOTH SIDES) POST	\$1,221.00	\$1,221.00
1	SIGN	[95788] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - GREEN WHITE GREEN MARINE BOARD - INSET BORDER - SINGLE (BOTH SIDES) POST	\$1,226.00	\$1,226.00
1	SIGN	[95789] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - GREEN WHITE GREEN MARINE BOARD - INSET BORDER - SINGLE (BOTH SIDES) POST	\$1,224.00	\$1,224.00
1	SIGN	[95790] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - GREEN WHITE GREEN MARINE BOARD - INSET BORDER - SINGLE (BOTH SIDES) POST	\$1,227.00	\$1,227.00
1	SIGN	[95791] INFORMATIONAL SIGN - SHAPE I - DOUBLE SIDED - 0.75X48X36 - GREEN WHITE GREEN MARINE BOARD - INSET BORDER - SINGLE (BOTH SIDES) POST	\$1,710.00	\$1,710.00
1	SIGN	[95793] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - GREEN WHITE GREEN MARINE BOARD - INSET BORDER - SINGLE (BOTH SIDES) POST	\$1,225.00	\$1,225.00
1	SIGN	[95794] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - GREEN WHITE GREEN MARINE BOARD - INSET BORDER - SINGLE (BOTH SIDES) POST	\$1,229.00	\$1,229.00
1	SIGN	[95795] INFORMATIONAL SIGN - SHAPE I - SINGLE SIDED - 0.75X48X36 - GREEN WHITE GREEN MARINE BOARD - INSET BORDER - SINGLE (BOTH SIDES) POST	\$1,226.00	\$1,226.00

\$10,288.00	Subtotal	
-\$514.40	CUSTOMER DISCOUNT (CONTINGENT ON MEETING THE PAYMENT TERMS)	MR-Disc
\$844.00	SHIPPING & HANDLING - **ADDITIONAL SERVICES AVAILABLE UPON REQUEST (CHARGES MAY APPLY)**	S/H
\$10,617.60	Grand Total	

Per US tax law, we're required to collect sales tax in the majority of states. If applicable, sales tax will be applied upon invoice.

My signature on this quote verifies that I have approved	SIGNATURE	
this order and all information is accurate.	DATE	

Town of Bristol-WI | Qty: 1 | \$1,221.00 Each | \$1,221.00 Total

Sign Style Informational

Panel Shape

Panel Size 48"x36"

Panel Color Green White Green

Sign Border Inset - White

Mount Method Post

Post Base Options Permanent
Post Size 5.5" X 5.5"
Post Color Green

Post Configuration One Per Side (2 Total)

Post Height 95"
Post Top Style Bevel

Front Side Content Custom Layout. See Sections Below

Front Section 1	Section Type Graphic Type Graphic Graphic Application Type Overlay Color	Graphic Custom Graphic Town Logo- see proof Overlay Default - Custom PantoneText Color / Custom Pantone Background Color	
Front Section 2	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message Brooks Ridge White	
Front Section 3	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message Park White	

Town of Bristol-WI | Qty: 1 | \$1,226.00 Each | \$1,226.00 Total

Sign Style	Informational
Panel Shape	I
Panel Size	48"x36"
Panel Color	Green White Green
Sign Border	Inset - White
Mount Method	Post
Post Base Options	Permanent
Post Size	5.5" X 5.5"
Post Color	Green
Post Configuration	One Per Side (2 Total)
Post Height	95"
Post Top Style	Bevel
Front Side Content	Custom Layout. See Sections Below

Front Section 1	Section Type Graphic Type Graphic Graphic Application Type Overlay Color	Graphic Custom Graphic town logo Overlay Default - Custom PantoneText Color / Custom Pantone Background Color
Front Section 2	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message Welcome to White
Front Section 3	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message SUNSET MEADOW White
Front Section 4	Section Type	Text

Application Type	e Engrave
Message Type	Custom Message
Content	PARK
Engrave Color	White

 ϵ

Town of Bristol-WI | Qty: 1 | \$1,224.00 Each | \$1,224.00 Total

Sign Style	Informational				
Panel Shape	I				
Panel Size	48"x36"	48"x36"			
Panel Color	Green White Green				
Sign Border	Inset - White				
Mount Method	Post				
Post Base Options	Permanent				
Post Size	5.5" X 5.5"				
Post Color	Green				
Post Configuration	One Per Side (2 Total)				
Post Height	95"				
Post Top Style	Bevel				
Front Side Content	Custom Layout. See Sections Below				

Front Section 1	Section Type Graphic Type Graphic Graphic Application Type Overlay Color	Graphic Custom Graphic TOWN LOGO Overlay Default - Custom PantoneText Color / Custom Pantone Background Color
Front Section 2	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message Welcome to White
Front Section 3	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message DRUMLIN PARK White

Town of Bristol-WI | Qty: 1 | \$1,227.00 Each | \$1,227.00 Total

Sign Style Informational Panel Shape

Panel Size 48"x36"

Panel Color Green White Green

Sign Border Inset - White

Mount Method Post

Post Base Options Permanent
Post Size 5.5" X 5.5"
Post Color Green

Post Configuration One Per Side (2 Total)

Post Height 95"
Post Top Style Bevel

Front Side Content Custom Layout. See Sections Below

Front Section 1	Section Type Graphic Type Graphic Graphic Graphic Application Type Overlay Color	Graphic Custom Graphic TOWN LOGO Overlay Default - Custom PantoneText Color / Custom Pantone Background Color
Front Section 2	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message Welcome to White
Front Section 3	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message NORWAY ESTATES White
Front Section 4	Section Type	Text

Application Type	Engrave	
Message Type	Custom Message	
Content	PARK	
Engrave Color	White	

Town of Bristol-WI | Qty: 1 | \$1,710.00 Each | \$1,710.00 Total

Panel Shape Panel Size 48"x36" **Panel Color** Green White Green **Double Sided** Yes Sign Border Inset - White **Mount Method** Post

Informational

Post Base Options Permanent Post Size 5.5" X 5.5" Post Color

Green

Sign Style

Post Configuration One Per Side (2 Total)

95" Post Height **Post Top Style** Bevel

Front Side Content Custom Layout. See Sections Below Custom Layout. See Sections Below **Back Side Content**

Front Section 1	Section Type Graphic Type Graphic Graphic Application Type Overlay Color	Graphic Custom Graphic TOWN LOGO Overlay Default - Custom Pa	m Pantone Background Color	
Front Section 2	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message Welcome to White	edAL of segans, if	
Front Section 3	Section Type Application Type Message Type Content	Text Engrave Custom Message PEARL COURT	ingel makasa j	

	Engrave Color	White
Front Section 4	Section Type	Text
	Application Type	Engrave Control of the Control of th
	Message Type	Custom Message
	Content	PARK
	Engrave Color	White
Front Section 5	Section Type	Text
	Application Type	Engrave
	Message Type	Custom Message
	Content	ARROW RIGHT
	Engrave Color	White

Back Section 1	Section Type	Graphic
	Graphic Type	Custom Graphic
	Graphic	TOWN LOGO
	Graphic Application Type	Overlay
*	Overlay Color	Default - Custom PantoneText Color / Custom Pantone Background Color
Back Section 2	Section Type	Text
	Application Type	Engrave
	Message Type	Custom Message
	Content	Welcome to
	Engrave Color	White
Back Section 3	Section Type	Text
	Application Type	Engrave
	Message Type	Custom Message
	Content	PEARL COURT
	Engrave Color	White
Back Section 4	Section Type	Text
	Application Type	Engrave
	Message Type	Custom Message
	Content	PARK
	Engrave Color	White
Back Section 5	Section Type	Text
	Application Type	Engrave
	Message Type	Custom Message

Content ARROW LEFT
Engrave Color White

Town of Bristol-WI | Qty: 1 | \$1,225.00 Each | \$1,225.00 Total

Sign Style	Informational
Panel Shape	
Panel Size	48"x36"
Panel Color	Green White Green
Sign Border	Inset - White
Mount Method	Post
Post Base Options	Permanent
Post Size	5.5" X 5.5"
Post Color	Green
Post Configuration One Per Side (2 Total)	
Post Height	95"
Post Top Style Bevel	
Front Side Content	Custom Layout. See Sections Below

Front Section 1	Section Type	Graphic
	Graphic Type	Custom Graphic
	Graphic	TOWN LOGO
	Graphic Application	Overlay
	Туре	
	Overlay Color	Default - Custom PantoneText Color / Custom Pantone Background Color
Front Section 2	Section Type	Text
	Application Type	Engrave
	Message Type	Custom Message
	Content	Welcome to
	Engrave Color	White
Front Section 3	Section Type	Text
	Application Type	Engrave
	Message Type	Custom Message
	Content	STARCREST
	Engrave Color	White
Front Section 4	Section Type	Text

10 pp	Application Type Message Type Content	Engrave Custom Message PARK	
	Engrave Color	White	

Town of Bristol-WI | Qty: 1 | \$1,229.00 Each | \$1,229.00 Total

Sign Style	Informational
Panel Shape	I
Panel Size	48"x36"
Panel Color	Green White Green
Sign Border	Inset - White
Mount Method	Post
Post Base Options	Permanent
Post Size	5.5" X 5.5"
Post Color	Green
Post Configuration	One Per Side (2 Total)
Post Height	95"
Post Top Style	Bevel
Front Side Content	Custom Layout. See Sections Below

Front Section 1	Section Type Graphic Type Graphic Graphic Graphic Application Type	Graphic Custom Graphic TOWN LOGO Overlay
Front Section 2	Section Type Application Type Message Type Content Engrave Color	Default - Custom PantoneText Color / Custom Pantone Background Color Text Engrave Custom Message Welcome to White
Front Section 3	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message SCOTTISH White
Front Section 4	Section Type	Text

LATER NO.	Application Type Message Type Content Engrave Color	Engrave Custom Message HIGHLANDS White
Front Section 5	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message PARK White

Town of Bristol-WI | Qty: 1 | \$1,226.00 Each | \$1,226.00 Total

Sign Style	Informational
Panel Shape	
Panel Size	48"x36"
Panel Color	Green White Green
Sign Border	Inset - White
Mount Method	Post
Post Base Options	Permanent
Post Size	5.5" X 5.5"
Post Color	Green
Post Configuration	One Per Side (2 Total)
Post Height	95"
Post Top Style	Bevel
Front Side Content	Custom Layout. See Sections Below

Front Section 1	Section Type Graphic Type Graphic Graphic Application Type Overlay Color	Graphic Custom Graphic TOWN LOGO Overlay Default - Custom PantoneText Color / Custom Pantone Background Color
Front Section 2	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message Welcome to White
Front Section 3	Section Type Application Type Message Type Content Engrave Color	Text Engrave Custom Message BRISTOL RIDGE White
Front Section 4	Section Type	Text

Application Type Engrave
Message Type Custom Message
Content PARK
Engrave Color White



THE ORDER PROCESS

DISCOVERY

We'll learn about your project needs, as well as your organization's overall goals

RECEIVE QUOTE &

CONCEPTUAL RENDERINGS

We'll provide quotes, and when necessary, conceptual renderings. Depending on the size of the project, renderings may take up to a week to complete.

S QUOTE APPROVAL

You approve the quote.

FINAL ARTWORK APPROVAL

& PAYMENT

PRODUCTION BEGINS

TRACKING INFO

All custom configured products require a detailed proof approval before the order is released into production. In addition, you may receive engineering drawings for modified or custom products. The detailed proof/engineering drawings must be approved via our online proofing software, ProofHQ.

After the quote has been approved, you'll receive an order confirmation that includes product details, shipping and billing information, and any special delivery instructions. Orders over \$20,000 require 2/3 down payment. First time orders require payment in full.

Your order is scheduled with an estimated ship date (usually 4-6 weeks following the artwork approvals, depending on workload). If necessary, the deposit is due before production. During the production process, you can contact us at any time for order status updates.

After the items are complete and ready to be shipped, you will receive tracking information for the delivery. All items are shipped from our headquarters in Sussex, WI. Transit time is approximately 2-4 days, depending on location.