



Mercury Glass
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Doc ID: MG – W13
Revision: 0
Revision Date: 11/04/2018
Effective Date: 11/04/2018
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Template Policy

PURPOSE

To describe the specifications of the templates Mercury Glass must receive in order to make a product of a high quality.

Template Requirements

1. All template must be complete and full size without any taped, nailed or screwed joints.
2. All templates must have smooth and clearly defined edges.
3. All templates must be clearly marked with a marker pen with the customers name, order number, with accompanying purchase order securely taped onto the template.
4. Must be solid timber, ply wood, corflute or glass with a minimum thickness of 4mm. Glass templates must have arris edges.

Disregarded Templates

The following conditions could result in a template not being accepted by Mercury Glass:

1. A template made of cardboard or paper
2. Any broken or cracked glass, or glass that does not have its sides arrised.
3. Templates which do not have the full information and require guesswork.
4. Templates which have been taped, nailed or screwed together must not have sharp edges or protruding screws or nails that could scratch the glass or damage the table. Please smooth over any sharp or protruding objects.
5. Templates which have multiple lines drawn on them or have multiple overlapping drawings must have the old lines blanked over with paint or masking tape.

Additional Information

1. Templates for mirrors, patterned or coated glass must clearly state which surface is the patterned, reflective or smooth side.
2. When multiple templates are to be created to the same height please indicate this by stating "Same Height" on the templates. Otherwise an average tolerance will be calculated across the templates to allow for error in the template cutting process.
3. All orders cut from templates will receive a template charge of \$33.05 per template.
4. All holes, cut-outs and notches must be applied to the templates or a clearly defined centre point must be marked with a "+" and dimension locations.
5. The stamp positions for Toughened Safety Glass or Automotive Glass must be clearly marked on the template.
6. The cutting tolerances for templates are as follows:
 - a. 2mm – 12mm: +/- 2mm
 - b. 15mm – 19mm: +/- 3mm
 - c. Hole and cut out positional tolerance same as glass cutting tolerance (+/- 2mm)
 - d. Hole size tolerance +/- 1mm
7. Any work involving unsafe templates or templates which are too complex may be refused .
8. Templates will be handled with care however Mercury Glass does not accept responsibility for any damage or loss.
9. If you have any questions on your template design, or if you have a template outside these guidelines which you believe would be acceptable please contact your sales representative.