

CUSTOM FOAM TEMPLATE INSTRUCTIONS



Check out our
video guide

Please read the following instructions entirely before you begin tracing your items on the enclosed template. If you have questions or comments regarding this process, please call customer service at 888-909-8760 or email sales@policeequipmentdealer.com.

STEP 1: OPEN BOX

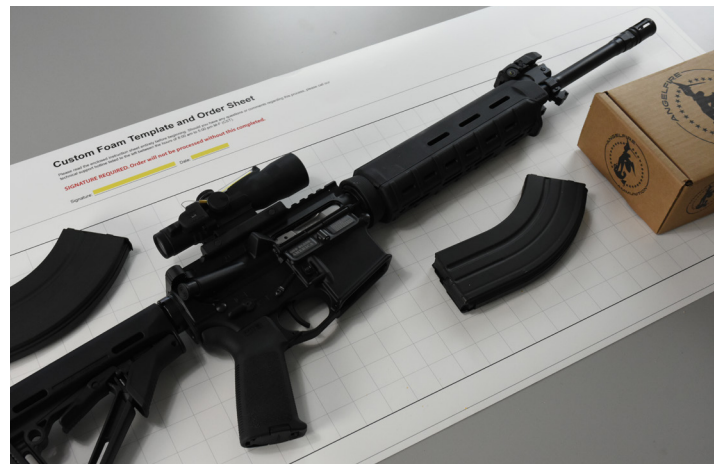
Open the box; it should contain your template, instruction sheet, pre-paid label and a Sharpie® pen.

STEP 2: UNROLL TEMPLATE

Unroll the template onto a flat surface. *Use paper weights if needed to keep the edges of the template flat.*

STEP 3: LAY OUT ITEMS

Lay your items out on the grid. Make sure all items are placed within the thick, dark lines. Leave at least an inch of space between each item. The grid squares on the template can be used to keep your items straight.



STEP 4: TRACE ITEMS

Trace your items using the provided Sharpie®. Hold your items down to prevent them from moving and hold your Sharpie as vertically as possible. If you make a mistake and draw an extra line, cross it out.

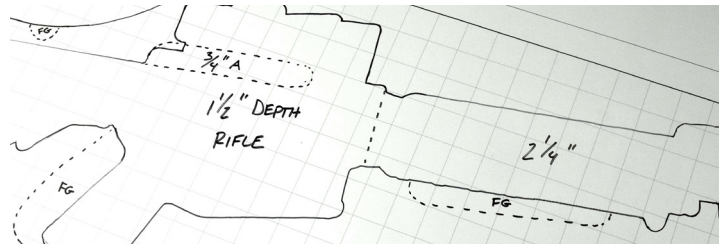


STEP 5: MEASURE ITEMS

Measure the object(s) width(s) to determine how deep the foam needs to be cut. If your object has multiple widths, measure each section individually. Changes in depth can be noted with a dotted line on the grid. Make sure to label your grid with each measurement and item name. Write depth on the areas that should be flush with the foam.

For small areas that need additional depth, such as mounting screws, measure the screws and draw the area on your grid.

Write the letter "A" after the measurement for all other areas.



STEP 6: INDICATE FINGER GROOVES

Indicate finger grooves with dashed lines around objects.



STEP 7: SIGN AND SEAL

Sign your template and place it in its original packaging with the pre-paid postage label.

STEP 8: APPROVE FINAL PROOF

Once we receive your order, our engineers will prepare your drawing in a computer aided design (CAD) program and will email you a final proof for approval before we cut the foam to your specifications.

QUESTIONS?

If you have questions about our custom foam products, we're ready to help! Give us a call Monday - Friday 8 am - 5 pm CT at 888-909-8760 or email us at sales@policeequipmentdealer.com.

OUR CUSTOM FOAM IS PROUDLY MADE AND CUT IN THE USA