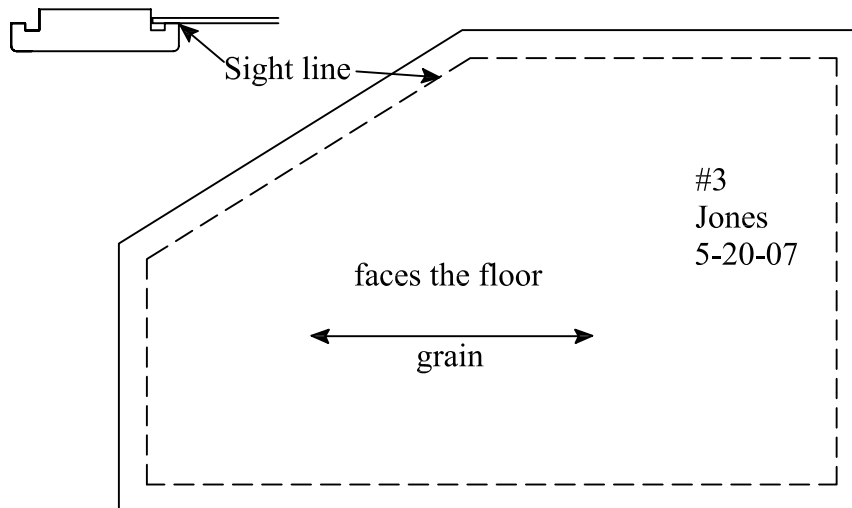


# HOW TO MAKE TEMPLATES FOR COFFERS

It is very important to make good templates for us, so that we can make odd-shaped coffers fit into the grid nicely. Rectangular perimeter coffers do not require templates, just dimensions. However, rectangular coffers must all have square corners. We cannot make coffers that are "slightly out-of-square". If the walls are out-of-square, do not follow the wall with the cove band. Use the cove band to adjust to the wall by either trimming off the back or holding it out from the wall. Use a framing square to check the hole for the coffer to be sure that it is as square as possible. Be sure to use this technique on L-shaped coffers as well. All corners must be 90 degrees.

- 1) Cut the template out of corrugated cardboard so that it lays in the pocket as a coffer would.  
Coffers are made to the shape of the template, so cut carefully!
- 2) It is very important that all of the following info is written on the template. Templates will not be accepted without this info!
- 3) **MOST IMPORTANT** - Draw a pencil line on the template around the sightline edge of the grid (see dotted line in illustration).
- 4) Write "faces the floor" on the appropriate side of the template.
- 5) Draw an arrow on the template to indicate the grain direction.
- 6) Number the template according to the layout.
- 7) Write customer name and date on template.
- 8) Re-check the template in the hole.



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