



Redline and Mark-up Procedure for Inputs


Dear Client,

With the objective of maximizing communication between our companies TDC has developed a few very effective mark-up procedures that should be followed between our companies when redline inputs drawings are submitted.

Please review the below chart and follow this method when possible*. The goal here is provide inputs that are clear and while diminish most unclear issues that may arise.

Sincerely,

The Drafting Company

COLOR CODE	DESCRIPTION OF USE
RED	ADD THE TEXT AND LINES AS SHOWN
GREEN	DELETE TEXT/LINE WORK OR OBJECT
YELLOW HIGHLIGHTER	CHECKED OUT OK
ORANGE HIGHLIGHTER	QUESTION THIS AREA NEED CLARITY
BLACK/BLUE/PENCIL TEXT OR OBJECT	NOTES, SKETCHES AND DIRECTIONS TO THE CAD DEPT. (NOT TO BE SHOWN) BUT INSTEAD TO BE ADDRESSED ON THE OUTPUT
RED BALLOONS	ADD THIS BALLON TO OUTPUT DRAWING
BLACK/BLUE/PENCIL BALLOONS	NOTES, SKETCHES AND DIRECTIONS TO THE CAD DEPT. (NOT TO BE SHOWN) BUT INSTEAD TO BE ADDRESSED ON THE OUTPUT
 STET OR IGNORE OR SYMBOL	IGNORE ALL REDLINE/MARK-UP PROVIDED IN THIS AREA. TREAT THE MARK-UP IN THIS AREA AS IF THEY HAVE BEEN ERASED.

* When creating mark-ups in the field or on the fly we will certainly accept any and all mark-up provided. Please balloon such mark-ups to be sure that they are not missed while also noting the action required to be taken by our production department.