



Pro  **CyclingMap** **5**

Customer memorendum



Thank you

Are you **organising a cycling event**?

You're now getting closer and closer to D-day and you still have to finalise the race's route. **That's why you now need a professional, modern and attractive cartography to highlight this route**, to introduce it to the riders, to the teams, the partners and also to the public.

ProCyclingMaps is there to help you. Beyond **cartography**, we also produce **infographic elements** such as **altimetric profiles**, detailed **plans** (departure, arrival, access, evacuation etc.), **diagrams** or **pictograms**. In this social networking era, **it's decisive to create specific content** for your Twitter, Facebook, Instagram or YouTube accounts : we can make **2D and 3D video animations and interactive content** (GIF, infographics, posters) for you.

Finally, we can also produce your **roadbook** from A to Z, which will allow a wide audience to better understand your event and its route.

Would you like to work with us? **Thank you for trusting ProCyclingMaps.** This **short explanatory sheet was made for you to clearly explain what we do and how we could work together.**

Please take a **little moment to read the following steps.** This would allow a **more efficient and effective collaboration!** Thank you.

Some of the events we have proudly mapped



Some figures about ProCyclingMaps

UCI racedays 2019
702

Kilometers mapped
106 704km

Mapped countries
23

About us



ProCyclingMaps has not counted its hours, even in the last minute, to deliver very beautiful documents in time, enhancing the value of our event (maps, plans, profiles, videos). Everyone here thought it was an excellent job.

Matteo ARGENTIN, organiser of the
Adriatica Ionica Race (UCI Europe Tour 2.1)



We enjoyed working with ProCyclingMaps. You are one step ahead of everyone when it comes to produce beautiful and attractive maps!

Jean-Yves TRANVAUX, organiser of the
Bretagne Classic (UCI World Tour)

Step 1

First step : **Getting in contact.**

You've just decided **to let ProCyclingMaps work on your event and we are therefore delighted!**

First of all, **take some time to define your expectations** : what do you want us to do for you **General mapping** (if there are several stages) or only **detailed maps** of each stage Would you like the **altimetric profiles** as well and the regulatory **profiles of the last kilometers** too? Do you need the **last mile regulatory plans** or access map, accommodation or evacuation **plans**? Would you like us to format **itinerary timetables** or to produce specific **pictograms**? Would you like us to help you editing the **roadbook** or even creating **content**, including **video (2D or 3D)**?

These are **all things to consider before contacting** us at **contact@procyclingmaps.com** .

We also need the **detailed route with distances**, the indicative number of **points of interest** (sprints, KOM, feedzone etc.) or **any element that seems useful** to you.

Please **specify your expectations in terms of graphic charter** too.



Tip

*ProCyclingMaps exclusively works on cycling events and most of them are held between January and October. This implies a **considerable peak of activity for us between January and July**. This peak activity is difficult to program because each organiser obviously has its own constraints (administrative authorisations, relationship with elected officials and partners, sports objectives)! **We can organise ourselves in advance if you contact us as soon as you prepare your event, between 6 and 10 months before departure** (from the end of October to the beginning of January). In any case, we will no longer guarantee delivery times if we do not have at least one month between step 4 (see below) and the expected delivery date.*

Step 2

Second step : **our answer.**

We **analyse your request, define the necessary workload together and discuss it within our team to organise an adapted schedule.**

We try to be **as responsive as possible** and to answer within a week. Systematically, we send a **free estimate** that takes into account your expectations.

We also give a **provisional date of delivery** of the deliverables. **There can be iterations regarding the estimate to get the best commercial proposal of course** (for a better balance between details / quality of the deliverables and their price).



Tip

*If you are domiciled in the **European Union with an intra-community VAT number, or in the rest of the world outside France, we charge excluding taxes. In the EU, if you do not have a VAT number, the applicable VAT rate is 20%.***

*Please **communicate this element before** we make the **estimate!***

Step 3

Third step : **your acceptance of the estimate.**

Here starts our collaboration! This validated estimate is a **reciprocal commitment**: on our side we grant needs and integrate **your event in our schedule** ; on your side, you agree to abide by our **Terms and Conditions** (GTC).



Tip

*Please group your requests to avoid unnecessary back and forth emails and also a multiplication of estimates. For orders below €500, our billing rules are now more restrictive. It's thus **better to anticipate in order to reduce the amount of estimates in case of multiple orders throughout the season.** Think about it !*

Step 4

Fourth step : **transmitting the necessary elements and proceeding of the payment in accordance with our General Terms and Conditions** (GTC).

Among the **necessary** elements, **we absolutely need the GPX track files of each route** (and no KML nor any other format). It is a **prerequisite for us to work effectively.**

Make sure that the route is defined, accurate and that there are **no mistakes** (forbidden directions, detours, etc.). You can use free online tools to **check your route.**

This file you send us is **what we will work with**, we won't check your file again and we trust you. **We no longer produce the input GPX files from January 1st, 2020** ; excluding specific services which will be mentioned on the estimate, validated and charged €1 per km (excluding tax), if required by you.

We also need everything that is necessary for a good graphic image of your event: points of interest, sports points (sprints, KOM, solid and liquid refreshments, start proper, fictitious start etc.).

For a **clear distinction between the two starts (real and fictitious)**, you have to give us a **GPX file for the route between fictitious start and real start, another different GPX with the route from real start to the finish and also a global GPX including fictitious route and official race route.** Each **circuit should be sent isolated.** You also have to send us **your logo in the best quality** you can provide (a definition as high as possible or the source file), and everything you think that must be **useful** to us (graphical charter, pictograms, information, diagrams etc.).

In addition to GPX files, especially for specific plans like departures or arrivals, **we work effectively from manually annotated scans on a classic web map background. It's a good working base.** Regarding videos, would you like a particular soundtrack or specific inserts? Then you should send us all the **relevant information.**

If the **routes are still confidential**, please inform ProCyclingMaps' team who will respect its **internal confidentiality charter.**

Everything is **ready and sent** to ProCyclingMaps? **It's perfect, we can start working!**



Tip

*Starting from January 1st, 2020, our billing terms are changing to avoid unpaid invoices that unfortunately regularly happens. **From now on, any estimate lower than € 500 (excluding VAT) must be entirely paid before ProCycling-Maps starts working on it.** We will send you the invoice when sending the deliverables (step 7). There won't be any deliverable delivered before payment. **Beyond € 500 (excluding VAT), our billing conditions remain unchanged (as to say 30 days to pay after delivery)** except for specific cases in which a deposit may be requested (going from 50 to 100%).*

Step 5

Fifth step : **we fulfil your order as soon as possible** and contact you if necessary by e-mail or by phone to refine our work.



Tip

*The sooner you are able to send us the items, the better the quality is! Producing a high quality map or altimetry profile takes **time**. Keep in mind that this is more of a **craft work** than an industrial process !*

Step 6

Sixth step : **the delivery of the deliverables and then, back and forth contact with you.**

We send you a **first version** in PDF or PNG format so that you can send us your feedback.

One **iteration** is included in the estimate so **that you can give your feedback and send some requests for minor adjustments**. On the other hand, any important change from your side (new route for example) will be the subject of a **complementary estimate which can be integrated in the same invoice if agreed**. If the deliverables contain mistakes that we made, the modifications are then included and free of course.

Once your changes are taken into account, **we send you the final files in every requested format** (for maps : vector PDF, reduced size web PDF if requested, PNG of at least 300 dpi).



Tip

*In the case of a change of itinerary while the order has been placed, please notify us as soon as possible. We will organise ourselves and **try to respect the schedule** as much as possible.*

Step 7

Seventh step : **sending the ProCyclingMaps invoice.**

We incorporate any additions related to unplanned changes or additions to the initial estimate, all this in agreement with you. **You now have 30 calendar days to pay by bank transfer**. If exceeded, ProCyclingMaps may apply the penalties provided in our Terms and Conditions.



Tip

*One of your partners hasn't paid you yet which puts you **in trouble to pay our bill** before the event?
In case of difficulty of payment, you can contact us to spread the payment over a period of time that we must define together. This service will then be offered at a lower price than the applicable legal penalties as mentioned in our Terms and Conditions.*

Step 8

Eighth step : **your event begins!**

The public, the riders, the teams, the UCI commissaires, the partners and the elected representatives **can discover your event, online or on paper**, thanks to the ProCyclingMaps productions.

Graphic quality content that allows you **to make a difference and raise the quality of your event at a very attractive cost!** We are glad to have some **feedback**. Do not hesitate to follow us on Twitter, Youtube, Instagram or LinkedIn. **Thanks for your confidence and see you soon!**

