

Posters, Catalog Orders & Laminating Request



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Please download pdf, type information, save and e-mail a copy to print@e1b.org.

Budget Code _____ Date Submitted _____ Date Due _____ AM PM
Contact Person _____ Phone Number _____ Fax Number _____
School/Dept. _____ District/Division _____ E-mail _____
Address (for shipping) _____

Project Name: (ex: Classroom Rules Poster, Catalog order or laminating)

CHECK IF RUSH JOB Please include any special instructions:

Posters/Banners

The Poster-Maker is full-color and all digital.

Please provide files in pdf format.

_____ Originals (provided by customer)

_____ Quantity of Posters needed

Please note: There is a trim charge for custom sizes.

Size: There is a trim charge for custom sizes.

Rolled Paper:

24 x 32" best for enlarging 8.5 x 11 originals

24 x 36" standard size

18 x 24" standard size

24 x _____" custom

_____ x _____" custom - smaller than 18" x 24"

17" x _____" custom - matte paper only

Poster Board:

24 x 30" standard/maximum size

_____ x _____" custom - smaller than 24" x 30"

Paper type: Choose one

Glossy Paper* (durable high quality)

Matt Paper (Medium weight)

20# Paper (least durable)

Poster Board* (thickness similar to foam core)

Canvas Paper* (Please note: we do not provide grommets)

*cannot be laminated

Wall Calendars

_____ Quantity of Posters needed (choose style below)

24 x 36" (Laminated)

July to June

January to December

36 x 60" (Cannot be laminated)

July to June

January to December

Laminating

Maximum size for laminating is 24" wide.

Poster board and glossy paper cannot be laminated.

_____ # of pieces to be laminated

_____ x _____ size (ex: 8.5" x 11")