



COMMUNICATION SERVICES
Catalog Order, Poster & Laminating Request

355 Harlem Road • West Seneca, NY 14224

Print/Copy 821-7105 • Graphics 821-7443 • Fax 821-7250

CHECK IF RUSH JOB

Please fill out, save and e-mail back to kborden@e1b.org or kgretka@e1b.org along with any files needed for the project.

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 and Description: (All files submitted should be made to the size you need printed. ex: 24" x 36")

CATALOG ORDERS:		
Item #	Description	Qty.

LAMINATING:

Maximum size of piece to be laminated is 24" wide

Laminating
 _____ Quantity of trimmed pieces

Special Instructions:

POSTERS AND LAMINATING:

FULL COLOR POSTERS

Please Note: The Poster-Maker is full-color and all digital.
 Call the **Graphics Dept. at 821-7443** for file specifications.
 The Graphics Dept. can design a poster that will fit your needs.

_____ # of originals
 _____ # of posters to be made

Paper Styles: Please Read

- Light weight: 20# (24" width)
- Medium weight: Matt (17", 24", 36" & 44" width)
- Heavier: 65# Cover (11 x 17" & 12 x 18" width)
- Heaviest: Poster board (will stand in an easel)
- Glossy (11 x 17", 12 x 18" sheets or 24" width)
- Canvas (24" width)

Paper Sizes: (check size & style requested)

11 x 17" 12 x 18"
 ___ 20# ___ 65# cover ___ 80# Glossy ___ Poster board

24 x 36" ___ 20# ___ Matt ___ Glossy
 17 x 22" ___ Matt ___ Glossy ___ Poster board
 36 x 60" ___ Matt only

Poster board (thickness similar to foam core)

24 x 30" standard size
 ___" x ___" custom size up to 24" x 30"

Paper Banners: available in 20#, Matt & Glossy paper only

17" wide x _____ in. length (Matt Only)
 24" wide x _____ in. length (20#, Matt or Glossy)
 36" wide x _____ in. length (Matt Only)
 44" wide x _____ in. length (Matt Only)

Canvas Banners:

24" wide x _____ in. length

Special Instructions:
