



**COMMUNICATION SERVICES**  
**Posters, Catalog Orders & Laminating Request**  
 355 Harlem Road • West Seneca, NY 14224  
 Graphics 821-7443 • Print/Copy 821-7105 • 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/Description:** *(please include and special instructions)*

**WALL CALENDARS** *(indicate quantity)*

24 x 36" (Laminated)	36 x 60" (Cannot be laminated)
_____ July to June	_____ July to June
_____ January to December	_____ January to December

**FULL COLOR POSTERS (Sizes up to 24x36") AND BANNERS (Sizes up to 24x36")**

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.

**POSTERS** *(Must List Originals, # Each, Size & Paper Style)*

**Please note:** There is a trim charge for custom sizes.  
**# Orig. # Each** (ex: 5 originals at 10 posters each = 50 posters)

**Glossy Paper** *(durable high quality)*

_____	_____	24 x 32" <b>best for enlarging 8.5 x 11 originals</b>
_____	_____	24 x 36" standard size
_____	_____	18 x 24" standard size
_____	_____	24 x _____" custom <i>paper is on a roll, it can be as long as needed.</i>
_____	_____	_____ x _____" custom - <b>smaller than 18" x 24"</b>

**Matt Paper** *(Medium weight)*

_____	_____	24 x 32" <b>best for enlarging 8.5 x 11 originals</b>
_____	_____	24 x 36" standard size
_____	_____	18 x 24" standard size
_____	_____	24 x _____" custom <i>paper is on a roll, it can be as long as needed.</i>
_____	_____	_____ x _____" custom - <b>smaller than 18" x 24"</b>

**20# Paper** *(least durable)*

_____	_____	24 x 32" <b>best for enlarging 8.5 x 11 originals</b>
_____	_____	24 x 36" standard size
_____	_____	18 x 24" standard size
_____	_____	24 x _____" custom <i>paper is on a roll, it can be as long as needed.</i>

**Poster board** *(thickness similar to foam core)*

_____	_____	24 x 30" standard/maximum size
_____	_____	_____ x _____" custom - <b>smaller than 24" x 30"</b>

**BANNERS** *(Must List Originals, # Each, Size & Paper Style)*

**Please note:** Banner paper is on a roll, so it can be as long as needed.  
**# Orig. # Each** (ex: 5 originals at 10 banners each = 50 banners)

**Glossy Paper** *(durable high quality)*

_____	_____	24" x _____" <i>cannot be laminated</i>
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**Matt Paper** *(Medium weight)*

_____	_____	17" x _____"
_____	_____	24" x _____"
_____	_____	36" x _____" <i>cannot be laminated</i>
_____	_____	44" x _____" <i>cannot be laminated</i>

**20# Paper** *(least durable)*

_____	_____	24" x _____"
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**Canvas Paper** *(Please note: we do not provide grommets)*

_____	_____	24" x _____" <i>cannot be laminated</i>
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**LAMINATING**

Maximum size for laminating is **24" wide**.  
 Posterboard and glossy paper **cannot** be laminated.

\_\_\_\_\_ # of pieces to be laminated  
 \_\_\_\_\_ x \_\_\_\_\_ size (ex: 8.5" x 11")

**CATALOG ORDERS:**

Item #	Description	Qty.	Item #	Description	Qty.