



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/Description: (please include and special instructions)

FULL COLOR POSTERS AND BANNERS

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" **best for enlarging 8.5 x 11 originals**
- 24 x 36" standard size
- 18 x 24" standard size
- ___ x ___" custom size (smaller than 18" x 24")

Matt Paper (Medium weight) check if want laminated

- 24 x 32" **best for enlarging 8.5 x 11 originals**
- 17 x 22" standard size
- 24 x 36" standard size
- ___ x ___" custom size (smaller than 18" x 24")

20# Paper (least durable) check if want laminated

- 24 x 36" standard size
- 24 x 32" **best for enlarging 8.5 x 11 originals**
- ___ x ___" custom size (smaller than 18" x 24")

Poster board (thickness similar to foam core)

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

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 _____"

Matt Paper (Medium weight) check if want laminated

- 17" x _____"
- 24" x _____"
- 36" x _____"
- 44" x _____"

20# Paper (least durable) check if want laminated

- 24" x _____"

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

- 24" x _____"

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.