

# Posters, Catalog Orders & Laminating Request



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Please fill out, save and e-mail back to [kborden@e1b.org](mailto:kborden@e1b.org) or [kgretka@e1b.org](mailto: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:** (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)

\*can not be laminated

## 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")

## 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

## Instructional Catalog Orders

Item #	Description	Qty.