

EAST BATON ROUGE PARISH SCHOOL SYSTEM GRAPHIC ARTS GA

REQUEST FOR LARGE FORMAT PRINTING

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Please provide a PDF version of the file. If you do not have the ability to generate the file in PDF format, send us the original electronic file the document was created in and we will then send you a PDF version for you to proof. Please be aware, if you need design work done you need to fill out a Request for Graphic Design Form. A turnaround schedule of five business days is the standard turnaround time for most jobs.

CUSTOMER INFORMATION

(Department/School)		(Title of Print Job)	(Date Needed)
(Employee Requesting)	(E-Mail Address)		(Telephone Number)
QUANTITY	No Proof Required Proof Required	Customer Pickup Delivery	(Funding Account To Charge)
		(Authorizing Signature)	

STANDARD PRINTING

PARKING SIGNS
One-Sided
Finished Size
12x18
Reflective Vinyl
.08 Aluminum
Dry Erase Laminate

PARKING TAG
One-Sided
Finished Size
3x5
Rigid PVC

BANNERS
One-Sided
Finished Size
18x24
24x32
24x36
27x40
40x60
48x11
48x24
48x48
60x11
60x24
60x48
72x11
72x24
72x48
84x11
84x24
84x48
96x11
96x24
96x48

EXPLOING DISPLAY SYSTEMS
Single Sided Roll-Up Professional Banner Stand
Complete Stand & Graphic
Graphic Replacement Only
Internal Spring Kit Only
Support Rod Only
Top Profile End Caps
Bag Only
Pole System
Complete Stand & Graphic
Graphic Replacement Only
Bag Only
Top & Bottom Profile End Caps
Top Holder For Panel Profile
Bottom Holder For Panel Profile

YARD SIGNS
One-Sided
Two-Sided
Finished Size
12x18
18x24
.1575" Corrugated Plastic
H-Stakes

ALUMINUM COMPOSITE
One-Sided
Finished Size
" x "
.1181" ACM
Anti-Graffiti Laminate

ACRYLIC SIGNS
One-Sided
Finished Size
" x "
18x24
24x32
24x36
27x40
40x60
.125" Clear Acrylic
.25" Clear Acrylic
Indoor
Outdoor
.125" Standoff Mounts
.25" Standoff Mounts
.75" Standoff Mounts

Grommets On Corners
Grommets All Around
Grommets Top Only
Grommets None
Grommets Brass
Edges Welded
Edges Unfinished

POSTERS
One-Sided
Finished Size
" x "
18x24
24x32
24x36
27x40
40x60
Poster Paper
Removable Wall Decal
Dry Erase Laminate

BUMPER STICKERS
One-Sided
Finished Size
" x "
3x11.5 - Rectangle
3x4.5 - Oval
Removable Wall Decal

SIGNCADES
One-Sided
Finished Size
24x36
.1575" Corrugated Plastic
Pair of Inserts
Single Insert
Plastic A-Frame

DISPLAY BOARDS
One-Sided
Two-Sided
Finished Size
" x "
18x24
24x32
24x36
27x40
40x60
.0591" Cardboard
.1875" Fome-Core Board
.1875" GatorFoam Board
Dry Erase Laminate

FLOOR DECALS
One-Sided
Finished Size
" x "
Removable Floor Decal
Non-Skid Laminate

MAGNETS
One-Sided
Finished Size
" x "
.0300" Magnet

SPECIAL REQUEST/ ADDITIONAL NOTES