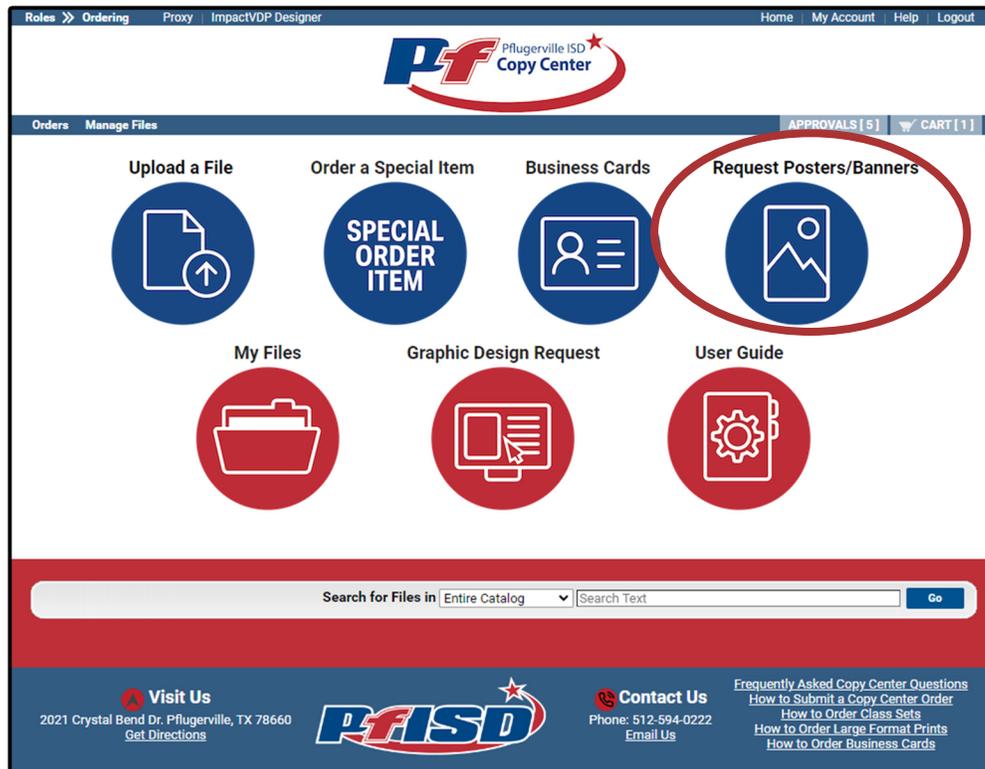


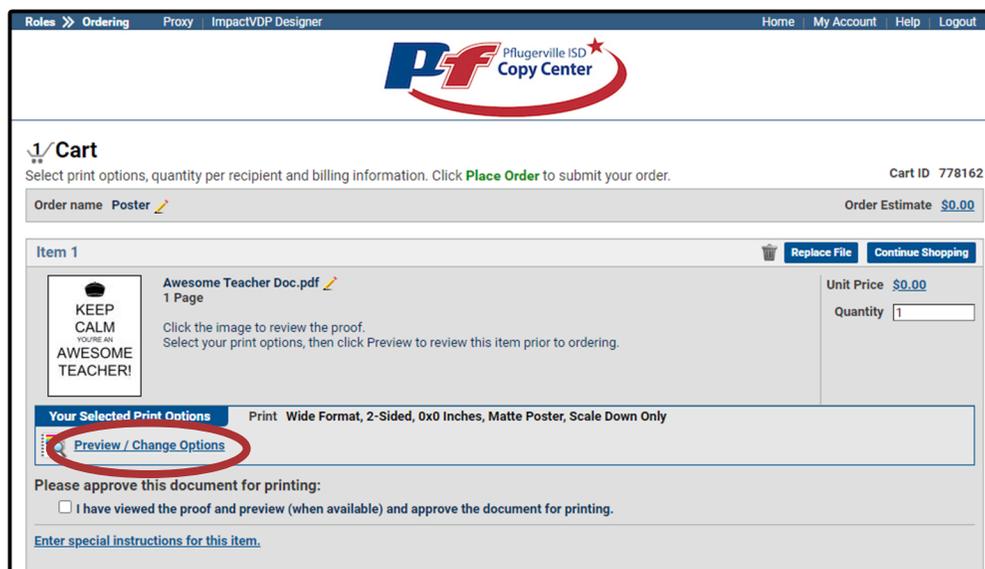


How to Order Posters & Banners

For the 23-24 school year we have implemented a new and easier way to submit poster and banner orders. Please follow the steps below to print larger documents:

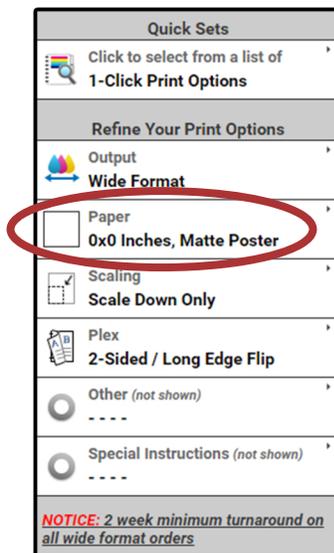


1. Click on request posters/banners
2. A window will pop up and allow you to select the document you want to use for the banner/poster.

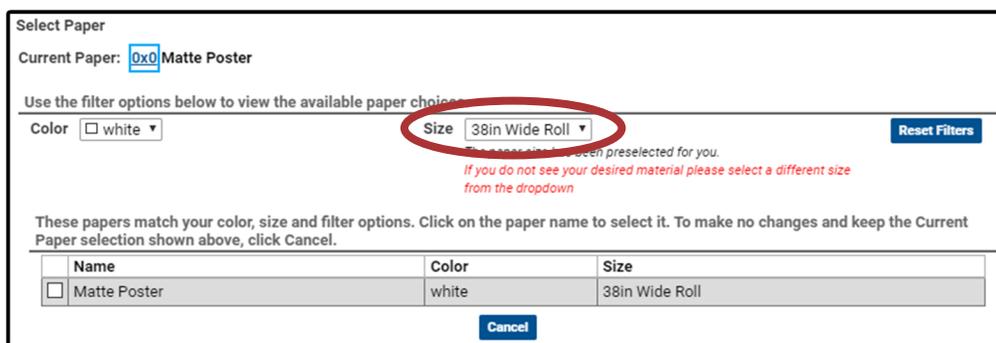


3. Item will upload and your cart page will be displayed
4. Click on preview/ change options

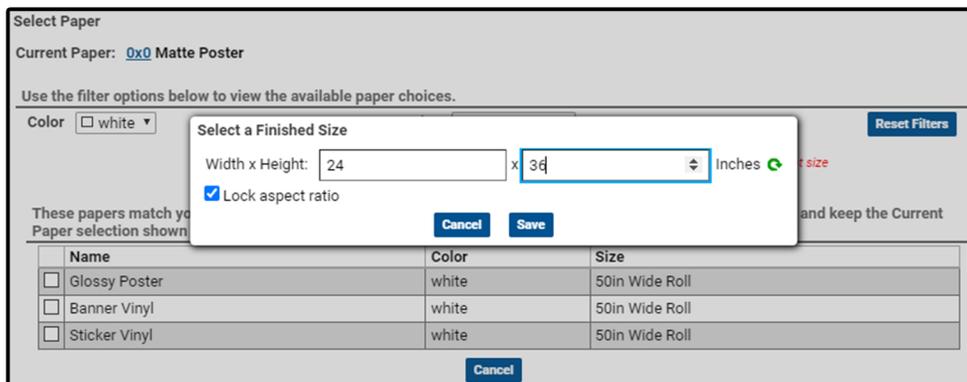
5. Click on paper



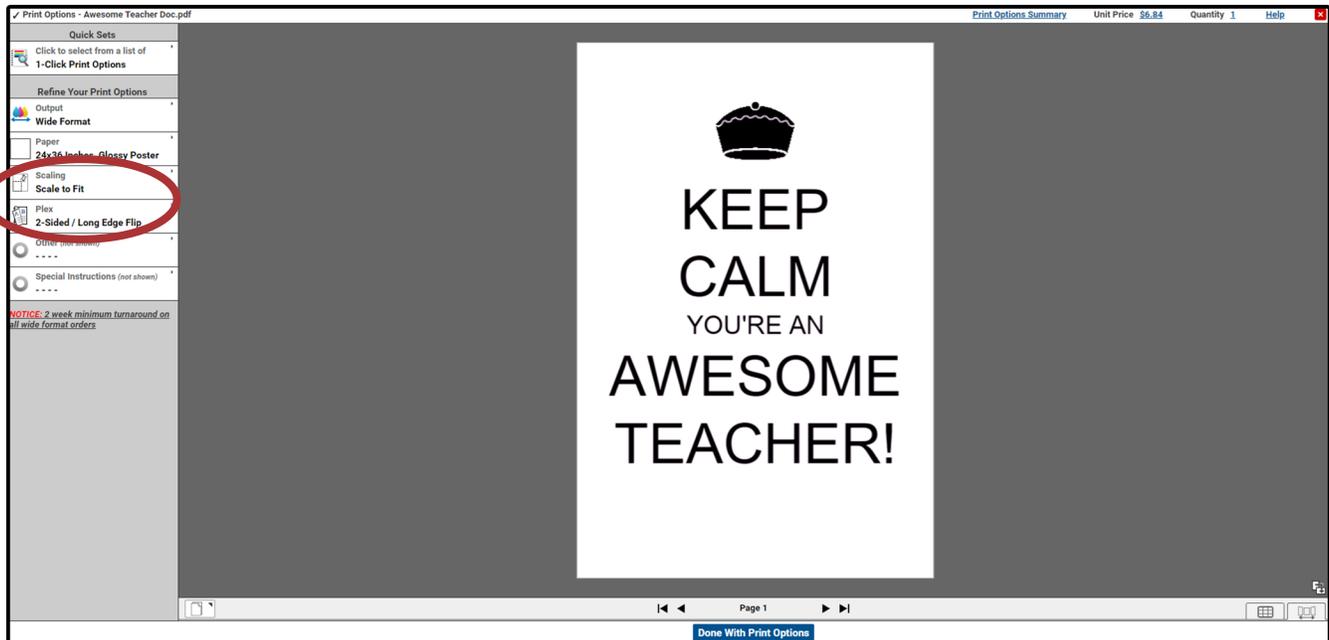
6. Click on size to see our paper options- please note that our matte paper is only 38" wide so if you need a larger document select 50" wide roll to see other paper options



7. Click on the paper type you would like and enter the size you need, then press save



8. Change the scaling to scale to fit and the plex to 1-sided



9. Your cost will be automatically calculated according to size requested

10. Click the approve document for printing box, change quantity, and enter billing and shipping information

11. Place order