

Remit to:



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MATS #79-2026

Custom Graphics

Order Form

Discount Deadline Date: Thursday, March 5, 2026

Cancellation Policy: Cancellation *after* order processing will be at 10% of prevailing rate. Cancellation *after* production will be at 100% of prevailing rate. **Late Request:** Requests after deadline will be filled as available.

To order your graphics, complete this form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files below. Prices indicated below are based on preparation of sign from customer copy or, if digital, computerized artwork supplied. Additional charges may apply for file conversion, resizing, retouching, cloning or color correcting artwork at \$50 per hour if file is not received print ready.

Digital Graphics

Digital Graphics prices include printing and mounting (from your artwork) on white substraigh. Signs other than sizes listed below will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order - \$ 45.00.

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
_____	(861)	7" x 11" Digital Sign - Single Sided.....	\$ 58.00	\$ 87.00	\$ _____
_____	(863)	11" x 14" Digital Sign - Single Sided.....	\$ 64.50	\$ 96.75	\$ _____
_____	(865)	14" x 22" Digital Sign - Single Sided	\$ 77.25	\$ 116.00	\$ _____
_____	(867)	7" x 44" Digital Sign - Single Sided	\$ 77.25	\$ 116.00	\$ _____
_____	(871)	14" x 44" Digital Sign - Single Sided	\$ 109.50	\$ 164.25	\$ _____
_____	(873)	22" x 28" Digital Sign - Single Sided	\$ 116.00	\$ 174.00	\$ _____
_____	(875)	28" x 44" Digital Sign - Single Sided	\$ 135.50	\$ 203.25	\$ _____
_____	(882)	Foamcore _____ x _____ - Single Sided	\$19.50 sq. ft.	\$29.25 sq. ft.	\$ _____
_____	(883)	Sentra _____ x _____ - Single Sided	\$21.00 sq. ft.	\$31.50 sq. ft.	\$ _____
_____	(885)	Banner _____ x _____ - Single Sided (Does not include grommets and/or pole pocket, call for pricing)	\$17.00 sq. ft.	\$25.50 sq. ft.	\$ _____
_____	(827)	Easel back for tabletop size signs	\$11.50	\$17.25	\$ _____
_____	(899)	Double Sided Graphics - Add an additional 75% to Single Sided Cost.....			\$ _____

Guidelines for Submitting Digital Artwork

In order to provide the best possible quality graphics, please provide complete, print-ready digital art files in a PC vector format. Additional requirements listed below.

- Minimum of 100 dpi resolution at full size of actual finished product or 50%.
- Acceptable file software formats - ADOBE - Illustrator, InDesign, and Photoshop
- Acceptable file types: EPS, AI, TIF and JPG
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

Please submit your artwork via <https://genexpo.wetransfer.com>. Please feel free to contact us if you have any questions.

Sign Copy

	Enter desired sign copy in box to the left. Please print. Attach a separate form if necessary.
	Background Color: _____ Lettering Color: _____
	Select Orientation: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal
	Subtotal This Form: \$ _____ Copy this subtotal to the Payment Authorization Form where 6% SALES TAX will be calculated.

Payment Policy: **Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ **Yes, I have reviewed the Payment Policy and enclosed the Payment Form.**
All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____	Phone _____
Street Address _____	Fax _____
City / State / Zip _____	Print Name _____
Email _____	Signature _____ Date _____