

## Tips

For our full & half size posters, the process works best if your design work is done on an 8 ½ x 11 page which we will then enlarge here. 11x17 posters should be designed on an 11x17 page. File types we can open include: MS Word, Publisher, PowerPoint, & Adobe Photo-shop.

For the sake of clarity, please use the highest quality images you can find (ie. if searching via Google Images, set the image size to "Large").

Documents sent to us via email or brought in on a thumb drive always turn out better than a hard copy that requires scanning to enlarge. Our scanner is a copy machine and the difference in quality can be very visible.

Additionally, hard copy documents & photos smaller in size than a standard page do not usually scan and increase to poster size with nearly the same clarity as the original.

If you prefer to have a member of our staff design your poster for you, that service is available for a nominal labor charge. Check with one of the people listed on the back of this brochure for more information.



Google Images search bar

*The following staff members will be happy to help you with all your poster printing needs:*

|                     |                             |
|---------------------|-----------------------------|
| <b>Sara Torabi</b>  | <b>sarat@ers.tcoe.org</b>   |
| <b>Maria Ortiz</b>  | <b>mariao@ers.tcoe.org</b>  |
| <b>Kim Rice</b>     | <b>krice@ers.tcoe.org</b>   |
| <b>Nathan Wills</b> | <b>nathanw@ers.tcoe.org</b> |

\*If you don't get a response within 3 hours on a normal business day, please call our office and speak with the person to whom you sent the files. Your documents may not have arrived or could be caught in the e-mail system's Spam filter.

**Need Help?**  
Stop by or give us a call.

Educational Resource Services  
7000 Doe Avenue; Suite A  
Visalia, CA 93277

Phone: (559) 651-3031

Fax: (559) 651-1012

Educational Resource Services  
**Teacher Resource Center**

# Poster Printing Information

**"How to turn your document into a POSTER!"**

Prices  
Lamination  
Hints  
Tips  
Help!  
Payment  
Format  
Sizes



Tulare County Office of Education  
Jim Vidak, County Superintendent of Schools

## Hints

Please check your documents for spelling & grammar mistakes as well as layout errors before you send them to us for printing.

Posters can be printed in portrait or landscape orientation.

The only color of poster paper we have available is white. If you would like a color background for your poster you will need to include that in your document.

If you need your poster(s) in time for a specific event or by a certain date, be sure to get everything to us as early as possible. We recommend ordering at least three days before the desired pick up date, longer for large orders. We will contact you via phone/email as soon as your order is ready!

Interested in turning your original photo into a high quality, frame-worthy poster? Ask about our poster size **Photo Paper!**

Be sure that your documents do not contain copyrighted images or text.



Laminating Machine

## Lamination of TRC Printed Posters

Poster Lamination (24"x31") \$1.00/poster

Poster Lamination (18"x24") \$0.50/poster

Poster Lamination (11"x17") \$0.35/poster

## Poster Sizes & Prices

Full Size Poster (24"x31") \$6.00  
Black text, White background only

Full Size Poster (24"x31") \$7.00 - \$11.00  
Some Color \*Send your file to receive a Quote

Full Size Poster (24"x31") \$12.00  
Full Color/ Ink on almost all of page

Half Size Poster (18"x24") \$3.00  
Black background, White text only

Half Size Poster (18"x24") \$3.50 - \$5.50  
Some Color \*Send your file to receive a Quote

Half Size Poster (18"x24") \$6.00  
Full Color/ Ink on almost all of page

Tabloid Size Poster (11"x17") \$0.16  
Black & White only

Tabloid Size Poster (11"x17") \$0.60  
Color

## Ready To Print?

To turn a document into a poster: email or bring it in to one of the staff members listed on the back of this brochure.

Please include the following information:

- Poster size(s) desired
- Do you want your order laminated?
- How you intend to pay (see options listed below)
- When you would like to pickup the order

We will take a look at your file(s), then send you a Price Quote along with an estimated "pick up/ delivery time".

Once you approve the quote- - or obtain an authorizing signature if it's being charged to your school- - we can start work on your order.

## Payment Options

Cash

Check

Debit/ Credit

- Visa or Mastercard only

Budget Transfer

- for TCOE Departments, bring the completed & signed Quote/Transfer form with you when picking up your order.

School Transaction

- Posters being billed to your school **MUST** have an Authorizing Signature on the Quote/Transaction form. Your order will not be processed until the signed form is sent back to us.

Purchase Order