

Tech Sheet - Elegant Communication Board



Size Available: 6 standard sizes available, custom sizes available but are restricted due to the size of frames available

Process: Full Color Digital Print
1-sided printing for standard offering, 2-sided printing is available
PMS color match not guaranteed

Material: Printed Insert: 20 mil. white plastic polystyrene
Frame: satin silver finish aluminum frame with clear plastic lens to protect the insert
**Thicker frame rails will always be on the right and left sides of the frame for all orientations.*
**Low-odor dry erase markers for use on board face only, other markers may damage the face. Markers are not included.*
Mounting Options: Frame includes pre-drilled holes for attaching to wall, hardware is not included
Suction Cup: Included for lens removal

Production Time: 20 working days
**Quantities 10 or more and custom sizes may require additional production time*

Set-up Charges: FREE

Art Charges: Minor artwork adjustments can be made with no additional fees applied. This would include items such as slight modification to size and/or color, name/text changes, and artwork clean up (i.e. removing spots from scanned artwork). These alterations should take no longer than 10-15 minutes to complete. Additional design/layout/color assistance is available for an hourly rate. This would include items such as color matching or color separation, logo redraw/manipulation or any additional layout design work needed on artwork. For orders with multiple quantities with variable artwork, an additional charge may be added per printed insert.

Standard Offering Sizes:

Item Number	Orientation	Frame Size H" x W"	Artwork Printed Insert Size H" x W" <small>includes 1/4" bleed on each side</small>	Finished Printed Insert Size H" x W"	Visual Size H" x W"
ZAH-37D9	Square	14" x 15 ⁵ / ₁₆ "	14 ¹ / ₂ " x 14 ¹ / ₂ "	14" x 14"	14" x 13 ³ / ₈ "
ZAH-37H3V	Vertical	17" x 12 ⁵ / ₁₆ "	17 ¹ / ₂ " x 11 ¹ / ₂ "	17" x 11"	17" x 10 ³ / ₈ "
ZAH-37H3H	Horizontal	11" x 18 ⁵ / ₁₆ "	11 ¹ / ₂ " x 17 ¹ / ₂ "	11" x 17"	11" x 16 ³ / ₈ "
ZAH-37IV	Vertical	24" x 20 ³ / ₁₆ "	24 ¹ / ₂ " x 20 ¹ / ₁₆ "	24" x 19 ¹ / ₁₆ "	24" x 18 ³ / ₁₆ "
ZAH-37IH	Horizontal	18" x 24 ³ / ₁₆ "	18 ¹ / ₂ " x 23 ³ / ₁₆ "	18" x 23 ³ / ₁₆ "	18" x 22 ³ / ₁₆ "
ZAH-37E9	Square	28" x 29 ³ / ₁₆ "	28 ¹ / ₂ " x 28 ¹ / ₂ "	28" x 28"	28" x 27 ³ / ₈ "

Custom Offer Sizes: Due to various size options for the aluminum frame, for any custom sizes outside of the standard offering a quote will need to be requested.

Artwork Requirements: Artwork size should include a 1/4" bleed on all sides. Bleed area should always be included in artwork even if design does not bleed. **note: the assembled frame reduces the visual printed insert size.*
CMYK processed file, Create full color process files with Adobe Acrobat PDF file, **note: if RGB or other non-CMYK colors are used in your files the necessary conversions to CMYK will change the appearance of the colors when printed*
Minimum 300 dpi, 600 dpi is recommended for highest quality output
File formats should be Tiff's, PDF's or Illustrator files with the font's embedded in the file, **PDF files are preferred*
Do not include any punctuation in the PDF file name and keep the name as short as possible

Order Process:

Proofs: **Emailed Electronic PDF Proofs** add 2 working days to the item production. First proof is free of charge. Additional proofs available for an additional charge. Production time begins after receipt of complete order including proof approval.
Production Samples physical product proofs are available using customer artwork. These are offered at a % off the one quantity price. Standard production times will apply.
Complimentary Proof may be required for certain orders to ensure satisfaction. Production time will be begin upon approval of the proof.

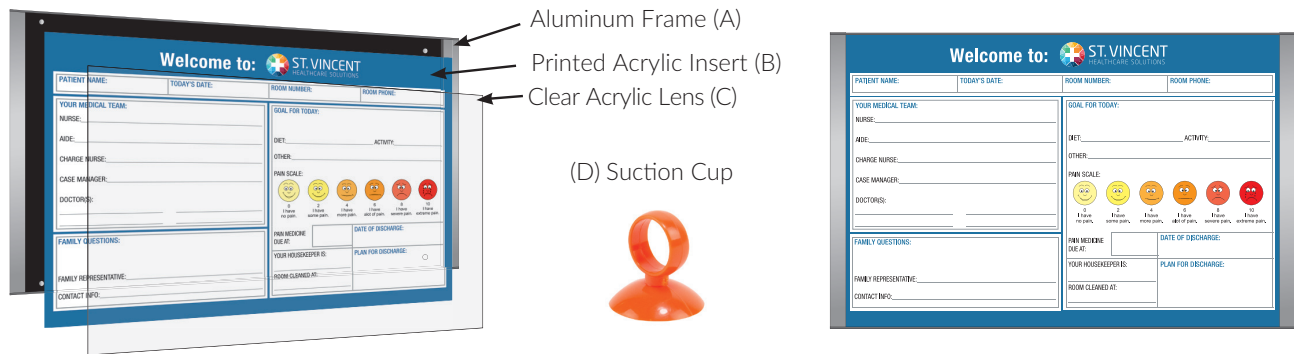
Packaging:

For single part orders standard sizes ship out in a cardboard shipping container with boards assembled in the frame. Suction cup is included in the shipper box.
For multiple part orders three standard size communication boards assembled in the frames may be packaged together in a single cardboard shipping container. Suction cup is included in the shipper box.
**for custom sizes larger than the standard offering custom packaging/pallet pricing may apply*
**packing requirements can be customized per customer request*
Changes to orders in progress may require additional charges and/or time.
Cancellations for orders in progress will require payment for the order.

Changes or Cancellations:

ELEGANT FRAMED COMMUNICATION BOARD

Hardware & Installation Instructions



Installation Instructions

STEPS FOR INITIAL INSTALLATION

1. Disassemble shipped board by removing Clear Acrylic Lens (C) from Aluminum Frame (A) with provided Suction Cup (D). Remove protective films from both sides of Clear Acrylic Lens (C). Carefully set Clear Acrylic Lens (C) aside and clean with anti-static spray if needed.
2. Remove Printed Acrylic Insert (B), set aside and clean with anti-static spray if needed.
Note: Be careful not to scratch Clear Acrylic Lens (C) or Printed Acrylic Insert (B).
Caution - This multi piece sign may have sharp edges. Please install with care and use caution when handling the board. Gloves may be considered useful.
3. Place Aluminum Frame (A) against wall in desired location and mark holes with pencil.
4. Use drill bit for #6 countersunk screws; drill required holes and insert wall anchors and screws, NOT provided, see note below. Screw Aluminum Frame (A) to wall.
Important - Wall Anchors and screws are NOT included. Existing wall types vary and will determine the anchors and screw needed. (4) #6 countersunk screws are needed to attach each aluminum frame to the wall.
WARNING! Over-tightening of screws may cause aluminum frame or other parts to crack; doing so may also strip the wall anchors.
5. Place Printed Acrylic Insert (B) back into Aluminum Frame (A) with desired side facing out.
6. Place Clear Acrylic Lens (C) back into Aluminum Frame (A) with GLOSSY side facing out. (Being careful not to scratch the acrylic)
7. Store Suction Cup (D) in a safe place for future insert/lens removal

STEPS FOR REPLACING INSERT

1. Use Suction Cup (D), remove clear Acrylic Lens (C) and Printed Acrylic Insert (B), place on a soft surface to prevent scratching.
2. Replace or adjust Printed Acrylic Insert (B) as needed before reinstalling Clear Acrylic Lens (C).
3. Note that Aluminum Frame (A) does not need to be removed.

Care and Usage

Dry Erase Usage

- Only use low-odor dry erase markers for ease of cleaning (Expo low odor dry erase are a recommended brand)
- Markings will be more challenging to remove if allowed to set for multiple days. It is recommended that the board be cleaned regularly

Cleaning Tips and Tricks

- The insert and inks are water resistant. Should moisture appear behind the acrylic face, simply remove and wipe dry

WARNING! Usage of abrasive cleaners may scratch the clear acrylic face.

CAUTION! Usage of ammonia based cleaning products may cause the acrylic face to become foggy. Utilize dry erase board cleaners or water with a mild detergent.

- Commonly used disinfecting products such as Oxivir® and Clorox® Wipes are safe to use

