

# Tech Sheet - Full Color & Engraved Plastic Signs & Holders



**Size Available:**

**Full Color Plastic Signs**

- 34 standard sizes, custom sizes available

**Engraved Plastic Signs**

- 21 standard sizes, custom sizes available

**2-Sided Extended Engraved Plastic Signs**

- 6 standard sizes, custom sizes not available

- 2-sided extended engraved signs, come with 2 engraved signs that are placed back to back to be placed in an extended wall holder

\*3 holder options available for extended wall signs, sold separately unless ordered with a combination item number

HOLDER OPTIONS FOR PLASTIC SIGNS				
Holder Type	Item Number	Size H" x W"	Color Options	Additional Notes
Metal Flush Wall Mount	2SH-288	1" x 8"	All sizes available in Rose Gold or Silver. Sizes 2" x 8" and 2" x 10" also available in black.	To be used with signs/nameplates up to 4" high. Available in 8" up to 12" lengths. Not all sizes available for all lengths. Screws are not included with holder. If no color is indicated with order, Rose Gold will be used.
	2SH-2810	1" x 10"		
	2SH-368	2" x 8"		
	2SH-3610	2" x 10"		
	2SH-3612	2" x 12"		
	2SH-378	3" x 8"		
	2SH-3710	3" x 10"		
	2SH-498	4" x 8"		
Plexiglass Base	2SH-108	8"	Black or Clear	To be used with signs/nameplates up to 5" high. Available in 8" or 10" length. If no color is indicated with order, Clear will be used.
	2SH-1010	10"		
Metal Desk Base	2SH-158	8"	Rose Gold or Silver	To be used with signs/nameplates up to 3" high. Available in 8" or 10" length. If no color is indicated with order, Rose Gold will be used.
	2SH-1510	10"		
Walnut Base	2SH-328	8"	Walnut	To be used with signs/nameplates up to 3" high. Available in 8" or 10" length. If no color is indicated with order, Rose Gold will be used.
	2SH-3210	10"		
Metal Desk Holder	2SH-488	2" x 8"	Black, Rose Gold or Silver	To be used with signs/nameplates up to 2" high. Available in 8", 10" or 12" length. If no color is indicated with order, Rose Gold will be used.
	2SH-4810	2" x 10"		
	2SH-4812	2" x 12"		
Large Metal Desk Holder	2SH-558	8"	Rose Gold or Silver	To be used with signs/nameplates up to 10" high. Available in 8" or 10" length. If no color is indicated with order, Rose Gold will be used.
	2SH05510	10"		
Extended Wall Sign Holder	2SH-382	2"	Rose Gold or Silver	Displays extended wall signs measuring 2-4" high. Maximum length recommended is no more than 16". Screws to attach holder to the sign to the holder are included. Screws to attach the holder to the wall are not included. If no color is indicated with order, Rose Gold will be used.
	2SH-383	3"		
	2SH-384	4"		
Pedestal Metal Desk Holder	2SH-308	2" x 8"	Rose Gold or Silver	To be used with signs/nameplates up 2" high. Available in 8" or 10" length. If no color is indicated with order, Rose Gold will be used.
	2SH-3010	2" x 10"		
Cubicle Wall Sign Holder	2SH-P110	n/a	Clear	To be used with signs/nameplates that are larger than 2" x 4". Sign attaches to the front of the cubicle holder.

**Mounting Options for Plastic Signs**

- Clear Adhesive Tape
- Magnetic Strip
- VELCRO® Backing
- Foam Tape
- Drilled Holes

**Process:**

**Full Color Plastic Signs**

- Full Color Digital Print
- 1-side or 2-sided printing available
- Vertical or horizontal orientation

**Engraved & Extended Engraved Plastic Signs**

- Laser Engraved
- 1-side engraved, Extended engraved signs include 2 engraved signs to be placed back to back in a holder making them appear "2-sided"
- Vertical or horizontal orientation

**Material:**

**Full Color Plastic Signs**

- 1/8" white plastic polystyrene

\*All engraving plastic stocks may also be full color printed, dark color stocks are not recommended. Colored plastic stock impacts how color will appear once printed.

\*\*Please note minimum and maximum custom sizes for engraving stock applies whether engraving or full color print for colored plastic stock.

**Engraved & Extended Engraved Plastic Signs**

- 2-ply colored plastic
- 37 standard color combinations available
- Colors may fade over time if used outdoors

 White Sign Black Lettering	 Blue Sign White Lettering	 White Sign Blue Lettering	 White Sign Red Lettering	 Oak Sign White Lettering	 Black Sign White Lettering	 Red Sign White Lettering	 Gold Sign Black Lettering
 Yellow Sign Black Lettering	 Green Sign White Lettering	 Burgundy Sign White Lettering	 Silver Sign Black Lettering	 Dark Brown Sign White Lettering	 Walnut Sign White Lettering	 Light Gray Sign Burgundy Lettering	 Teal Sign White Lettering
 Gray Sign White Lettering	 Gray Sign Black Lettering	 Light Gray Sign Blue Lettering	 White Sign Green Lettering	 Light Blue Sign White Lettering	 Pine Green Sign White Lettering	 Parchment Sign Black Lettering	 Navy Blue Sign White Lettering
 Medium Brown Sign White Lettering	 Purple Sign White Lettering	 Black Marble Sign White Lettering	 Charcoal Gold Fleck Sign Gold Lettering	 Green Gold Fleck Sign Gold Lettering	 Rustico Granite Sign Gold Lettering	 Gold Sign Burgundy Lettering	 Brushed Gold Sign Black Lettering
 Dark Gray Sign White Lettering	 Platinum Marble Sign Black Lettering	 Black Sign Gold Lettering	 Black Sign Silver Lettering	 Ivory Sign Brown Lettering	<p>All stocks are available for full color process. Plastic stock color impacts how colors print. Dark stock colors are not recommended as the ink may not show well.</p>		

**Production Time:**

2 working days

\*Quantities of 50 or more may require additional production time.

**Setup Charge:**

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.

**Standard Offering Sizes:**

Finished Size H" x W"	Full Color Plastic Signs Item Number	Full Color Artwork Size H" x W" <small>½" bleed on each side</small>	Engraved Plastic Signs Item Number	Engraving Artwork/ Imprint Area H" x W" <small>Engraving cannot bleed</small>	2-Sided Extended Engraved Plastic Signs Item Number	Extended Engraving Sign Artwork/Imprint Area H" x W" <small>Engraving cannot bleed</small>
1" x 4"	ZFS-10040	1½" x 4½"				
2" x 4"	ZFS-20040	2½" x 4½"	4ES-20040	1¾" x 3¾"		
3" x 4"	ZFS-30040	3½" x 4½"	4ES-30040	2¾" x 3¾"		
4" x 4"	ZFS-40040	4½" x 4½"				
1" x 6"	ZFS-10060	1½" x 6½"	4ES-10060	¾" x 5¾"		
2" x 6"	ZFS-20060	2½" x 6½"				
3" x 6"	ZFS-30060	3½" x 6½"				
4" x 6"	ZFS-40060	4½" x 6½"	4ES-40060	3¾" x 5¾"		
6" x 6"	ZFS-60060	6½" x 6½"	4ES-60060	5¾" x 5¾"		
1" x 8"	ZFS-10080	1½" x 8½"	4ES-10080	¾" x 7¾"		
2" x 8"	ZFS-20080	2½" x 8½"	4ES-20080	1¾" x 7¾"	4XW-20080	1 <sup>13</sup> / <sub>16</sub> " x 7 <sup>11</sup> / <sub>16</sub> "
3" x 8"	ZFS-30080	3½" x 8½"	4ES-30080	2¾" x 7¾"	4XW-30080	2 <sup>13</sup> / <sub>16</sub> " x 7 <sup>11</sup> / <sub>16</sub> "
4" x 8"	ZFS-40080	4½" x 8½"	4ES-40080	3¾" x 7¾"	4XW-40080	3 <sup>13</sup> / <sub>16</sub> " x 7 <sup>11</sup> / <sub>16</sub> "
6" x 8"	ZFS-60080	6½" x 8½"	4ES-60080	5¾" x 7¾"		
8" x 8"	ZFS-80080	8½" x 8½"				
1" x 10"	ZFS-10010	1½" x 10½"	4ES-10010	¾" x 9¾"		
1½" x 10"			4ES-11210	1¼" x 9¾"		
2" x 10"	ZFS-20010	2½" x 10½"	4ES-20010	1¾" x 9¾"	4XW-20010	1 <sup>13</sup> / <sub>16</sub> " x 9 <sup>11</sup> / <sub>16</sub> "
3" x 10"	ZFS-30010	3½" x 10½"	4ES-30010	2¾" x 9¾"	4XW-30010	2 <sup>13</sup> / <sub>16</sub> " x 9 <sup>11</sup> / <sub>16</sub> "
4" x 10"	ZFS-40010	4½" x 10½"	4ES-40010	3¾" x 9¾"	4XW-40010	3 <sup>13</sup> / <sub>16</sub> " x 9 <sup>11</sup> / <sub>16</sub> "
6" x 10"	ZFS-60010	6½" x 10½"				
8" x 10"	ZFS-80010	8½" x 10½"	4ES-80010	7¾" x 9¾"		
10" x 10"	ZFS-10X10	10½" x 10½"				
1" x 12"	ZFS-10012	1½" x 12½"				
2" x 12"	ZFS-20012	2½" x 12½"	4ES-20012	1¾" x 11¾"		
3" x 12"	ZFS-30012	3½" x 12½"	4ES-30012	2¾" x 11¾"		
4" x 12"	ZFS-40012	4½" x 12½"	4ES-40012	3¾" x 11¾"		
6" x 12"	ZFS-60012	6½" x 12½"	4ES-60012	5¾" x 11¾"		
8" x 12"	ZFS-80012	8½" x 12½"	4ES-80012	7¾" x 11¾"		
10" x 12"	ZFS-10X12	10½" x 12½"				
12" x 12"	ZFS-12X12	12½" x 12½"				
12" x 14"	ZFS-12X14	12½" x 14½"				
12" x 16"	ZFS-12X16	12½" x 16½"				
12" x 18"	ZFS-12X18	12½" x 18½"				
12" x 20"	ZFS-12X20	12½" x 20½"				

**Custom Offer Sizes:**

Process	Custom	Artwork/Imprint Area Size H" x W" <small>Full color artwork includes a ½" bleed on each side, engraving cannot bleed</small>	Finished Size H" x W"
Full Color	Minimum	4½" x 4½"	4" X 4"
Full Color	Maximum	38½" x 48½"	38" X 48"
Engraving	Minimum	½" x 2¾"	¾" X 3"
Engraving	Maximum	15¾" x 23¾"	16" X 24"
Engraving - Extended Sign	Minimum	1 <sup>13</sup> / <sub>16</sub> " x 2 <sup>11</sup> / <sub>16</sub> "	2" x 3"
Engraving - Extended Sign	Maximum	3 <sup>13</sup> / <sub>16</sub> " x 15 <sup>11</sup> / <sub>16</sub> "	4" X 16"

**Artwork Requirements:** Full Color Plastic Signs

- Full color artwork size should include a ¼" bleed on all sides. Bleed area should always be included in artwork even if design does not bleed.
- 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 Tiffs, PDFs or Illustrator files with the fonts 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

Engraving Plastic Sign

- 100% Black artwork
- Engraving files should be the finished size. Artwork/imprint safe area needs to be ⅛" away from the finished size on all sides.
- Engraving artwork/imprint area cannot bleed
- Artwork is not necessary to provide if there are no logos and only text needed. If only text is required the typestyle, upper/lower case along with text position should be indicated with the order. If no point size of text is given we will use our best judgement.
- Artwork cannot have screens
- Artwork with a border design should have a minimum thickness of 4pt., if design has double borders the space between the borders should be a minimum of ⅛".
- Logos/artwork with fine intricate details will not engrave well and will fill-in in tight registered areas
- Minimum Engraving Point Size: Block Fonts = 12pt., Script Fonts = 24pt.
- \*\*please note the following typestyles are also not available in a point size less than 24 pt. American Std Roman, University Roman, Burin Sans Regular, Amazone BT Regular, AT Commercial Script Regular, AT Isadora Regular, Murray Hill Bd BT Bold, Park Avenue, Ribbon 131 Bd BT Bold, Shelley Allegro Script, Snell Roundhand LT Std Script*
- Minimum 300 dpi, 600 dpi is recommended for highest quality output
- File formats should be Tiffs, PDFs or Illustrator files with the fonts 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

Extended Engraving Plastic Sign

- 100% Black artwork
- Engraving files should be the finished size. Artwork/imprint safe area needs to be ⅜" away from the finished sides on the top, bottom and left or right side. Extended sign is made up of 2 signs, one front sign and one back sign. The margin on the left side of the front sign will need an additional ½" from the finished size to account for the holder and drilling. The margin on the right side of the back sign will need an additional ½" from the finished size to account for the holder and drilling.



- Engraving artwork/imprint area cannot bleed
- Artwork is not necessary to provide if there are no logos and only text needed. If only text is required the typestyle, upper/lower case along with text position should be indicated with the order. If no point size of text is given we will use our best judgement.
- Artwork cannot have screens
- Artwork with a border design should have a minimum thickness of 4pt., if design has double borders the space between the borders should be a minimum of ⅛".
- Logos/artwork with fine intricate details will not engrave well and will fill-in in tight registered areas
- Minimum Engraving Point Size: Block Fonts = 12pt., Script Fonts = 24pt.
- \*\*please note the following typestyles are also not available in a point size less than 24 pt. American Std Roman, University Roman, Burin Sans Regular, Amazone BT Regular, AT Commercial Script Regular, AT Isadora Regular, Murray Hill Bd BT Bold, Park Avenue, Ribbon 131 Bd BT Bold, Shelley Allegro Script, Snell Roundhand LT Std Script*
- Minimum 300 dpi, 600 dpi is recommended for highest quality output
- File formats should be Tiffs, PDFs or Illustrator files with the fonts 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:**

Electronic or manual

- 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:** Box shipping container depending on the size of the sign.
- Multiple signs will ship in one shipping container, multiple containers pending size and quantity.
- Changes or Cancellations:** Changes to orders in progress may require additional charges and/or time. Cancellations for orders in progress will require payment for the order.