

# Tech Sheet - Foam Board

**Size Available:** Foam Board Signs = 4 standard sizes, custom sizes available  
 Double-Wing Easel Back Stands = 3 sizes available, sold separately

**Process:** Full Color Digital Print  
 Standard Offer printing is 1-sided, 2-sided printing is available upon request, quote required  
 Vertical or Horizontal Orientation

**Material:** Lamination options available upon request, quote required. Lamination options include gloss, dry erase and chalkboard laminates.

**Foam Board Signs**

- 3/16" thick white foam board with expanded polystyrene foam core and dent resistant polystyrene surface
- Standard offering does not include any mounting options. Adhesive backing, drilled holes, magnetic strip, VELCRO® backing, foam tape and double wing easel back stands are available upon request for an additional cost.
- Indoor Recommended, Outdoor use okay if limited exposure

**Double-Wing Easel Back Stands**

- White chipboard
- Double-wing construction provides added support
- Adhesive works with coated or uncoated materials
- 9" H stand works with 9" - 12" H signs
- 18" H stand works with 18" - 20" H signs
- 24" H stand works with 24" - 26" H signs
- Sold separately

**Production Time:** 2 working days  
*\*Quantities of 50 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.

**Standard Offering Sizes:**

Foam Board Signs			Double-Wing Easel Back Stand	
Item Number	Artwork Size H" x W" <small>¼" bleed on all sides</small>	Finished Size H" x W"	Item Number	Finished Size H" x W"
ZFS-15R2	11½" x 17½"	11" x 17"	ZSH-2213	9"
ZFS-15L2	12½" x 18½"	12" x 18"	ZSH-2214	18"
ZFS-15M2	18½" x 24½"	18" x 24"	ZSH-2215	24"
ZFS-15N2	24½" x 36½"	24" x 36"		

**Custom Offer Sizes:**

Custom	Artwork Size H" x W" <small>¼" bleed on all sides</small>	Finished Size H" x W"
Minimum	5½" x 5½"	5" X 5"
Maximum	46½" x 94½"	46" X 94"

*\*For foam board signs under 8" x 8" minimum quantities may apply*

**Artwork Requirements:** 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

**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 sign.

Multiple signs/easels 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.