

# Tech Sheet - Portable Communication Board

**Size Available:** 2 standard sizes available, custom sizes available

**Process:** Full Color Digital Print

Prints on two sides for standard offering, if two art files are not provided the same artwork will be printed on both sides.

PMS color match not guaranteed

**Material:** Printed Insert: 20 mil. White Plastic Polystyrene

Board: 1/8" Clear Acrylic Dry Erasable Face and Back, Black Border is subsurface printed on boards

*\*Low-odor dry erase markers for use on board face only, other markers may damage the face. Markers are not included.*

Board has a 1/32" black acrylic spacer between the 1/8" acrylic face and back.

There is a thumb notch included in the board for easy insert removal.

No mounting options included.

**Production Time:** 10 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 | Overall Board Size<br>H" x W" | Artwork Printed Insert Size<br>H" x W"<br><small>includes 1/4" bleed on each side</small> | Finished Printed Insert Size<br>H" x W" |
|-------------|-------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------|
| ZAH-PRTSM   | 9" x 12 1/8"                  | 9" x 11 1/2"                                                                              | 8 1/2" x 11"                            |
| ZAH-PRTLG   | 12" x 18"                     | 12" x 17 1/2"                                                                             | 11 1/2" x 17"                           |

**Custom Offer Sizes:**

|              | Overall Board Size<br>H" x W" | Artwork Printed Insert Size<br>H" x W"<br><small>includes 1/4" bleed on each side</small> | Printed Insert Size<br>H" x W" |
|--------------|-------------------------------|-------------------------------------------------------------------------------------------|--------------------------------|
| Minimum Size | 8" x 10"                      | 8" x 9 1/2"                                                                               | 7 1/2" x 9"                    |
| Maximum Size | 12" x 18"                     | 12" x 17 1/2"                                                                             | 11 1/2" x 17"                  |

*\*sizes can be customized per customer request*

*\*replacement inserts are available, call for a quote*

**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.

If bleeds are desired, artwork will need to extend 1/4" from the edge

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 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:** 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:** **For single part orders** boards are shipped in a cardboard shipping container with boards assembled.

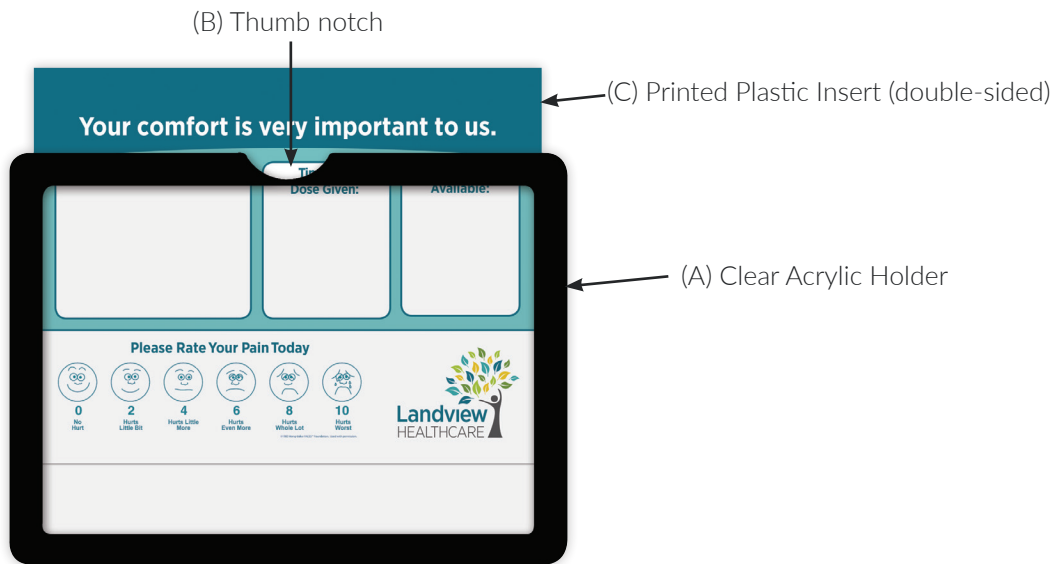
**For multiple part orders** four standard size communication boards may be packaged together in a single cardboard shipping container.

*\*packing requirements can be customized per customer request*

**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.

**Installation/Care  
Instructions:**

Product Care Instructions:



**Operational Instructions**

1. To remove Printed Plastic Insert (C), simply grab insert at Thumb Notch (B) and pull.

**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 on printed plastic insert, simply remove and wipe dry. It is recommended that the insert be cleaned by using a soft cloth with water
- Commonly used disinfecting products such as Oxivir® and Clorox® Wipes are safe to use

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

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

- Be advised, while the clear acrylic is not shatterproof, this product is 2 to 3 times more impact resistant than double strength window glass, and about 4 to 5 times more impact resistant than wire glass or other glasses