**POSTERMAKER REQUEST**

Paper clip this request to your original(s) & put in Jan Miller’s mailbox in the MCC office, or email original file (not scanned master) and its .pdf order form.

Do not fold originals to mail to Millstream-place flat in large envelope.

(Use a separate request sheet for each different request - e.g. color, lamination, etc.)

**\*Be sure the originals are 8 1/2 by whatever, and are very clear black and white.**

|  |  |
| --- | --- |
| **TEACHER NAME** |       |
| **TODAY’S DATE** |       | **DATE I WOULD LIKE THIS BY** |       |
|  | (Not ASAP please) |
| **LAMINATION** - Please check **one**: |
| [ ]  | **YES** laminate it because I want to keep it for a long time |
| [ ]  | **DON’T** laminate it because it is temporary (for a season or a limited time, etc.) |
| **COLOR -** Please check **one**: **REVERSE COLOR -** check **one**:  |
| [ ]  | Black letters on white paper | [ ]  | White letters on black paper |
| [ ]  | Royal blue letters on white paper | [ ]  | White letters on royal blue paper |
| [ ]  | Red letters on white paper | [ ]  | White letters on red paper |
| [ ]  | Black letters on light pink paper | [ ]  | Light pink letters on black paper |
| [ ]  | Black letters on light blue paper | [ ]  | Light blue letters on black paper |
| [ ]  | Black letters on light yellow paper | [ ]  | Light yellow letters on black paper |
| [ ]  | Black letters on fluorescent yellow paper | [ ]  | Fluorescent yellow letters on black paper |
| [ ]  | Black letters on fluorescent pink paper | [ ]  | Fluorescent pink letters on black paper |
| [ ]  | Black letters on fluorescent orange paper | [ ]  | Fluorescent orange letters on black paper |
| [ ]  | Black letters on fluorescent red paper | [ ]  | Fluorescent red letters on black paper |
| [ ]  | Green letters on white paper | [ ]  | White letters on green paper |
| [ ]  | Hunter green letters on white paper | [ ]  | White letters on hunter green paper |
| [ ]  | Maroon letters on white paper | [ ]  | White letters on maroon paper |
| [ ]  | Purple letters on white paper | [ ]  | White letters on purple paper |
|       | **Quantity of this original** |  |  |
|  |  |  |  |
| Are there any SPECIAL instructions? |
|       |
| Information for the attached poster: |
|       |