**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: | | | | | | | |
|  | | | | | | | |