

## Media Services Poster Printing Steps

Poster printing services are available to all Kent, Montcalm, and Ionia County educators for a nominal fee through the REMC8 Educator Resource Center. The steps involved in submitting an order appear below.

### Step 1: Prepare your document

- Prepare your document with the highest resolution (for graphics) available
- Your document should be completely print ready (dimensions, margins, etc). We recommend that margins be set to minimum to avoid excessive white space.
- Save your document as a PDF
- Please note: full color posters (more than 50% ink saturation) will be charged an ink surcharge fee

**Step 2: Send an email to [erinhoekema@kentisd.org](mailto:erinhoekema@kentisd.org) or [dejanapuranovic@kentisd.org](mailto:dejanapuranovic@kentisd.org). Include the PDF you'd like printed, as well as the following specifications:**

- What size you'd like the poster
  - Please note: our poster printer is 24" wide
  - The most common size poster is 24" x 30"
  - Please make sure that your document size and poster request size are proportionate
- Whether you'd like your poster printed on paper or vinyl
- Whether you'd like your poster laminated or not (paper only)
- How you wish to make payment
  - Kent ISD Staff - the acct# to which the work should be billed
  - Local Educators - we can bill your school, or you may pay with cash or credit card
- Whether you'd like to pick up the order, or have it delivered to you via courier (where applicable)

**Step 3: Our team will do a mock-up of the poster to confirm that your selected size works well with the provided document and give you a price quote.** If you'd like to proceed with the order, you will let us know.

Once these steps have been completed, we will process your order and print. We ask for 3-5 business days to process your order, but work can often be completed sooner.

One note: we have a small, non-commercial printer. It is not the most cost-effective machine to run, so we have an order limit of 20 posters. If you ever have a need to print more than 20 posters at a time, we suggest working with the GRCC print shop.