

Banner Ordering Guide

This guide walks you through ordering Bridges Across America banners from Staples Print & Marketing Services. Staples makes the process fairly easy: choose a size, upload the finished PDF, look over the proof, and decide whether you would like store pickup or delivery.

FedEx Office, local sign shops, and other printers may offer similar services, so feel free to use the printer that works best for you. The choices and screen names may be a little different, but the basic process will be much the same.

A little preparation will save you time: measure the display site first, make sure the banner will fit, and have the correct banner PDF handy before you begin.

A FEW THINGS TO HAVE HANDY

You will find the ordering process easier if you gather these items first:

- Completed Site Measurement Worksheet
- Banner layout and required dimensions
- Correct Bridges Across America banner PDF files

Take a moment to match each banner PDF to the size you plan to order. The supplied files contain the finished lettering and are ready to print, so you should not resize, crop, stretch, or change them.

Understanding Banner File Names

Each filename tells you exactly what the file contains and how it fits into the finished banner.

Example: URL6_1of3_3x8.pdf

- URL6** - Banner content
- 1of3** - This is the first of three files that make up the complete banner
- 3x8** - Finished size of this banner piece: **3 ft high × 8 ft wide**
- .pdf** - File format

If a banner requires only **one file**, the 1of3 element is omitted.

Example: Having_doubts_3x6.pdf

When ordering, always check the **design, piece number, and dimensions** in the filename to make sure you are uploading the correct file at the correct size.

STANDARD AND CUSTOM BANNER SIZES

The largest standard online size is currently 3 x 8 feet. If you need something longer, a Staples print associate can help with a custom order. This is not a big deal and can usually be handled in the store or over the phone.

Have the finished dimensions, PDF file, material choice, grommet preference, quantity, and desired completion date ready. Ask to see a proof and confirm the price before the banner is printed.

ONLINE ORDERING IS USUALLY EASIEST

For banners 8 feet long or shorter, ordering online is usually the simplest approach. You can choose the size, upload the banner PDF, check the proof, and compare pickup and delivery options from home. Staples occasionally changes its website, so the wording on your screen may not match this guide exactly. If a button has moved or has a slightly different name, look for the closest equivalent.

STEP 1: OPEN THE BANNER ORDERING PAGE

Go to Staples Print & Marketing Services. Navigate to **Signs, Banners & Posters**, select **Banners**, and choose the option to upload your own completed file. Choose the upload-your-own option rather than a design template. The Bridges Across America banner lettering has already been prepared for you.

STEP 2: SELECT BANNER OPTIONS

Orientation

Select Landscape. The Bridges Across America lettering is arranged in a horizontal format.

Size

Choose the dimensions shown in the banner PDF file name or Banner Artwork Guide. Most pdf files available to download match these standard sizes.

Material Select Srim Vinyl

Grommets Select the grommet option

STEP 3: UPLOAD THE BANNER PDF

Choose the upload-your-own option and upload the supplied PDF for the banner being ordered.

After uploading, confirm:

- The correct file appears
- The selected size matches the file
- The letters have not been cropped, stretched, or repositioned
- The entire message is visible and matches the pdf file on your computer

STEP 4: REVIEW THE ONLINE PROOF

It is worth slowing down for the proof. Open the review screen and download the PDF proof if Staples offers that option. A downloaded proof is much easier to check than the small picture in the browser.

Confirm the Proof

Verify Order details. Make sure the correct material, grommets, quantity, pickup store, and schedule.

Trust your eye. If the proof does not look right, do not click approval yet. Most problems are easy to fix by checking the banner size or uploading the correct file.

STEP 5: APPROVE AND ADD TO CART

Once the proof looks right, select the confirmation stating that you have reviewed it, then add the banner to the cart. Repeat for every remaining banner.

Before checkout, verify:

- Every banner message is included
- Each PDF is paired with the correct size
- Quantities are correct

- Material and grommet selections are correct
- Pickup or delivery information is correct
- The estimated completion date works for you

Save the order confirmation and proofs somewhere easy to find until the banners arrive.

PICKUP AND DELIVERY

For a project needed quickly, store pickup is generally the best option. Staples currently advertises free same-day pickup for qualifying banner orders submitted before its posted cutoff. Orders placed after the cutoff may be ready the following day. Availability can depend on product, quantity, store capacity, and order time.

BANNERS LONGER THAN 8 FEET

Contact the print department at a local Staples store. The associate may arrange the order in person or over the telephone and may request the PDF through email, an upload link, or a USB drive.

Ask the associate to confirm:

- Whether the banner can be produced as one continuous piece
- Maximum printable dimensions
- Available material
- Grommet size and spacing
- Proofing procedure
- Price and production time
- Pickup or shipping arrangements

Ask to see a proof before printing begins and make sure the lettering placement and appearance matches the pdf image on your computer.

USING ANOTHER PRINTER

FedEx Office, a local sign company, or another printer may work just as well. Bring or send the finished PDF and explain the size, material, quantity, grommets, and date you need it.

Ask the printer to confirm the finished size, material, proof, turnaround time, and total price. The lettering is already complete, so there is no need for the image to be altered in any way.

TAKE A LOOK WHEN THE BANNERS ARRIVE

Open and inspect the banners soon after pickup or delivery.

If something is damaged or does not match the proof, take a photograph and contact the printer. Keep the order number, proof, packaging, and receipt until everything is sorted out.

FINAL PREPARATION OF THE BANNERS

Refer to the *Install Attachment System* guide for instructions on permanently attaching bungee balls to your banners. This simple preparation step makes installation and removal quick and easy each time the banners are deployed.

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