

PRINTING GUIDELINES FOR DOOR DECORATIONS

Please allow 24 to 48 hours for order completion.

ALL ORDERS MUST BE SUBMITTED TO OUR WEB-TO-PRINT WEBSITE
www.myorderdesk.com/universityofportland. (Door Decs are #11).



Please submit your ready to print artwork in a pdf file format. If submitting order for multiple door decs, please do not send multiple PDF files, only send one PDF file with multiple pages.



Please build your door decs to be 2 or 4 up per page when possible. Simple cuts such as cut in $\frac{1}{2}$ or $\frac{1}{4}$ can be ordered for a cost.

- All door decs are printed on 8.5x11 80# cardstock unless otherwise indicated.
- Cost is .15 cents for each 8.5x11 color print.
- Lamination is 25¢ per 8.5x11. (Not recyclable so only order if needed)
- You will receive an email when your order is ready for pick up.



We also carry multiple rolls of colored paper for your handmade banners. 75¢ per yard.

For more info please contact Printing Services 503.943.7200 printjobs@up.edu.



Send us your used ink & toner cartridges, reusable bubble wrap, air pillows, and padded envelopes for recycling.