

AXΩ Signage

LHC PRINTING GUIDELINES FOR COVID-19 SIGNAGE | JULY 2020

ONLINE PRINTING COMPANIES

If you need assistance with printing, the following companies are recommended:

FEDEX: <https://www.fedex.com/apps/printonline/#!/productPicker/marketingMaterials>

Signs

- Select Flyer from Marketing Materials options, upload PDF file, confirm the following details, adjust quantity, add to cart. Repeat process for each PDF you want to print. Check out to update billing and shipping details.
 - Size: 8.5" x 11"
 - Paper: Laser 60 lb. (listed under Professional White Paper)
 - Color: Full color
 - Prints Per Page: One
 - Orientation: Portrait
 - Cutting: None
 - For the half sheet designs, select Half Horizontal
 - Lamination: Glossy with ¼" border
 - You may opt to forgo lamination, but this step helps with durability and adheres to tape or sticky tabs better
 - Hole Punching: None

Floor Decals

- Decals cannot be ordered via FedEx online. The following details can be used for in-person orders:
 - Vinyl Color: White
 - Decal Type: Removable
 - Size: 8" x 8" (ask if the artwork can be trimmed to an 8" diameter, otherwise it will print as a colored circle on an 8" x 8" square)
 - Readability: Straight

STAPLES: <https://www.staples.com/services/printing/copies-documents-printing/professional-print>

Note: if you select Flyers as the material type, those are only available in bundles of 25. Professional print is the best option to print a smaller quantity.

Signs

- Select Document Printing > Professional Print, click Start Project button, upload desired PDF. Add more files or continue.

- Choose Paper Size = Letter / 8.5” x 11”. Check Scale to Fit box, then Next
- Choose Premium & Specialty Paper, select White Cardstock, click Next
- Choose Color Ink, click Next
- Select Finishing Options
 - Lamination = 5 Mil
 - Cutting = None
 - For half sheet designs, select ½ Horizontal Cut option
- Update quantity, then choose delivery method. You may continue as guest or create an account.

Floor Decals - only offered as 12” circle for approximately \$10/each

<https://www.staples.com/services/printing/product/0ecc0573d7193642/Upload-Your-Own?category=floor-decals>


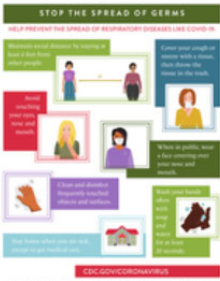
- Select Signs, Banners & Posters > Floor Decals > Upload Your Own Design. Choose 12” Circle as the decal size, click Get Started.
- Upload desired PDF file, click Continue. You may continue as guest or create an account.
- Check the box that you have reviewed the product, click Continue.
- Select Delivery Method and Quantity, click Add to Cart and proceed with billing and shipping details.

4IMPRINT.COM: <https://www.4imprint.com/product/112022-M-FC/Removable-Full-Color-Floor-Sticker-Circle-White-M>









Note: Resource to print the floor decal in minimum quantity of 12. Does not print documents.

- Enter desired quantity, then click Update Cart, then Proceed to Checkout. You will upload desired PDF file after checking out.
- Confirm your email address to verify the artwork, then enter your shipping address, shipping method and payment method to complete the order.

FILES AVAILABLE FOR DOWNLOAD AND PRINTING

| Design | Sign Title | Artwork File Name |
|--|-----------------------------|---------------------------------------|
|  <p>The image shows a sign titled "SYMPTOMS OF COVID-19" with a green header. It lists symptoms: Fever, Loss of medical attention, and Cough. It also includes a list of symptoms: Sudden loss of taste or smell, Sudden loss of smell, and Sudden loss of voice. The sign is from the CDC.</p> | Symptoms of COVID-19 | NHC_CDC_sign1_final.pdf |
|  <p>The image shows a sign titled "STOP THE SPREAD OF GERMS" with a green header. It features several icons and text boxes illustrating ways to stop the spread of germs, such as washing hands, wearing a mask, and avoiding close contact. The sign is from the CDC.</p> | Stop the Spread | NHC_CDC_sign3_StoptheSpread_final.pdf |

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|  | <p>Caution: Adjusted Capacity</p> | <p>NHC_CDC_sign5_MaxCapacity_final.pdf</p> |
|  | <p>Entering Guidelines</p> | <p>NHC_CDC_sign7_FollowGuidelines_final.pdf</p> |
|  | <p>Read Before Entering half-sheet</p> | <p>NHC_CDC_sign2_BeforeYouEnter_FULL_final.pdf</p> |
|  | <p>Wash Your Hands! half-sheet #1-2</p> | <p>NHC_CDC_sign4_WashYourHands_v4_Full_1-2.pdf</p> |
|  | <p>Wash Your Hands! half-sheet #2-3</p> | <p>NHC_CDC_sign4_WashYourHands_v4_Full_2-3.pdf</p> |
|  | <p>Wash Your Hands! half-sheet #3-1</p> | <p>NHC_CDC_sign4_WashYourHands_v4_Full_3-1.pdf</p> |

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|---|---|--|
|   | <p>Notice: Hand Sanitizer half-sheet #1-2</p> | <p>NHC_CDC_sign6_HandSanitizerStation_final_full_1-2.pdf</p> |
|   | <p>Notice: Hand Sanitizer half-sheet #2-3</p> | <p>NHC_CDC_sign6_HandSanitizerStation_final_full_2-3.pdf</p> |
|   | <p>Notice: Hand Sanitizer half-sheet #3-1</p> | <p>NHC_CDC_sign6_HandSanitizerStation_final_full_3-1.pdf</p> |
|  | <p>Social Distancing Floor Decal (Scarlet)</p> | <p>Lyre_floor_decals_8inround_scarlet.pdf</p> |
|  | <p>Social Distancing Floor Decal (Olive)</p> | <p>Lyre_floor_decals_8inround_olive.pdf</p> |