



**C-SQUARED**  
CONSULT • DESIGN • PRINT • INSTALL

## Order Placing

**Please send all orders to: [orders@c-squared.biz](mailto:orders@c-squared.biz)**

*Please have all files print ready. Files that are not print ready will result in a minimum of \$15.00 set up fee.*

**In order to keep faster turn around times please give us all the specific information for your order. Not giving specific information can result in a delay in your order by going back in forth in emails. We are also including our fill in work orders.**

- File Name
- Quantity
- Sizes (H" x W")
- Material with or without lamination. Gloss or Matte.
- Substrate
- Due Date (*production is 3-5 business days anything earlier RUSH CHARGES may apply*).

### - Calendered Vinyl Orders with or without lamination

*Orders that are not specified will receive Gloss Lamination by default*

- \*\* Gloss Lamination (*material has more glare, colors are more vivid*)
- Matte Lamination (*material has less glare, colors are more muted*)

### - Calendered Vinyl Orders with CutContour with or without lamination

*Orders that are not specified will receive Gloss Lamination by default*

*Instructions can be downloaded off our website [www.c-squared.biz](http://www.c-squared.biz) - FYI tab  
If cutcontours are not provided we will charge a minimum of \$15.00 setup fee.*

### - Substrate Orders with or without lamination e.g. foamcore, coroplast etc...

*Orders that are not specified will receive Gloss Vinyl with Gloss Lamination by default*

- \*\* Gloss Lamination (*material has more glare, colors are more vivid*)
- Matte Vinyl (*material has less glare, colors are more muted*)

*Please lets know if any coroplast orders need vertical flutes for H-Stakes*

### - Banner Orders

*Orders that are not specified will receive hems and grommets. Grommets with be placed every 24" - 36"*

- \*\* Gloss Banner or Matte Banner. If not specified Gloss will be used by default.

**PLEASE DO NOT ASSUME WE WILL REMEMBER AN ORDER WE HAVE DONE IN THE PAST. PLEASE TREAT EACH ORDER AS IT IS A NEW ORDER.**

**Please send all orders to: [orders@c-squared.biz](mailto:orders@c-squared.biz).**

*\*\*\* Send orders to James or Brandon directly can result in a delay.*

**For Estimates send to: [james@c-squared.biz](mailto:james@c-squared.biz)**

*\*\*\* Please allow some time for a response.*

**Questions regarding orders to:**

**[orders@c-squared.biz](mailto:orders@c-squared.biz) - [brandon@c-squared.biz](mailto:brandon@c-squared.biz) - [james@c-squared.biz](mailto:james@c-squared.biz)**