



GRADUATION 2026

(808) 486-3819 PRINT@AIEACOPY.COM WWW.AIEACOPY.COM

MONDAY-FRIDAY 9AM-5PM



HOW TO ORDER



CREATING YOUR OWN FILE?

1. EMAIL FILE TO:

print@aieacopy.com

PDF, JPG, or PNG (under 50mb)

2. PROVIDE INSTRUCTIONS

Deadline Date & Time

Type Banner, sign, invitation, etc.

Size

Quantity

3. INCLUDE CONTACT INFO

Name First & Last

Phone number

We'll check your file(s) and respond to your email within 1 business day.

Please call to follow up on your order if you have not heard back from us after 1 business day.

SCAN FOR FILE SETUP INSTRUCTIONS



NEED LAYOUT HELP?

1. CHOOSE A TEMPLATE

2. PROVIDE INSTRUCTIONS

Deadline Date & Time

Type Banner, sign, invitation, etc.

Size

Quantity

3. SPECIFY DESIGN CHANGES

Graduate's Name

School

Limited Changes Color & Font

Other Design Changes Additional Cost

4. PROVIDE CLEAR PHOTO

PDF, JPG, or PNG (under 50mb)

We'll provide a quote prior to starting. A deposit is required for all layouts prior to starting.

CUSTOM LAYOUTS AVAILABLE UPON REQUEST

LAYOUT TEMPLATES

\$100 layout fee for using 1 photos templates

Printing cost is dependent on size and material. Limited color changes. One font change.
No custom design work. For orientation change (ex. portrait to landscape) add +\$50 to layout fee.

ORDERING A POSTER?
MOST POPULAR POSTER BOARD?
GLOSS ON CORRUGATED

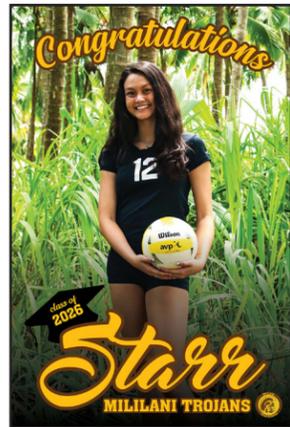
DO YOU PREFER...

- POSTER PAPER OR BOARD?
- MATTE OR GLOSS FINISH?
- BOARD TYPE - CORRUGATED PLASTIC, FOAM CORE, OR PVC?

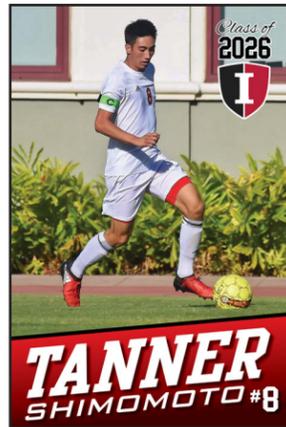
ORDERING A BANNER?

DO YOU NEED GROMMETS TO HANG YOUR BANNER?

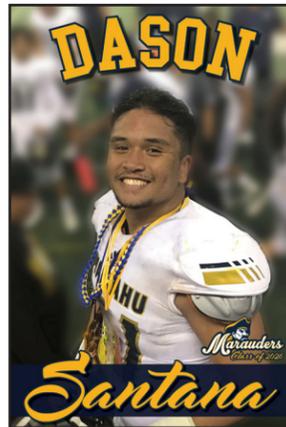
- HOW MANY?
IF MORE THAN 4 CORNERS, SPECIFY PLACEMENT.
- WHAT TYPE?
- REGULAR (INDOOR/ONE-EVENT USE)
- REINFORCED (OUTDOOR/EXTENDED USE)



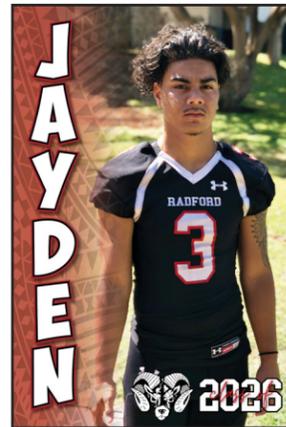
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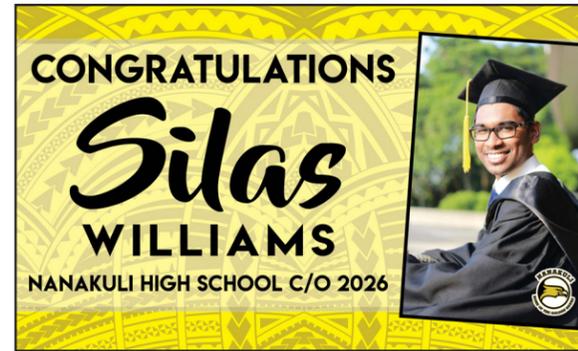
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14

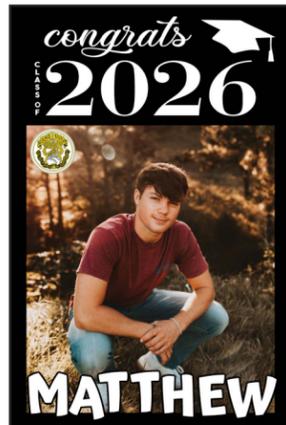
NEED AN INDOOR BANNER STAND?

STAND SIZES?

- SMALL: 24X60"
- LARGE: 31.5X79"



5



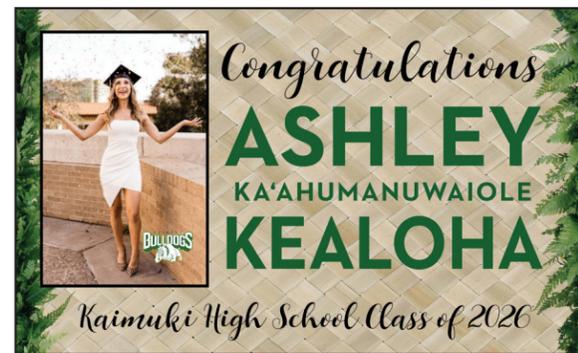
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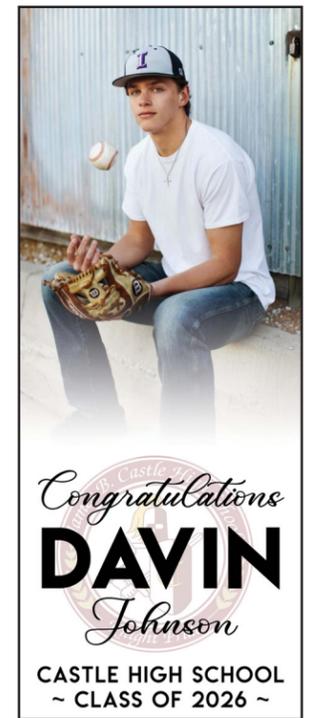
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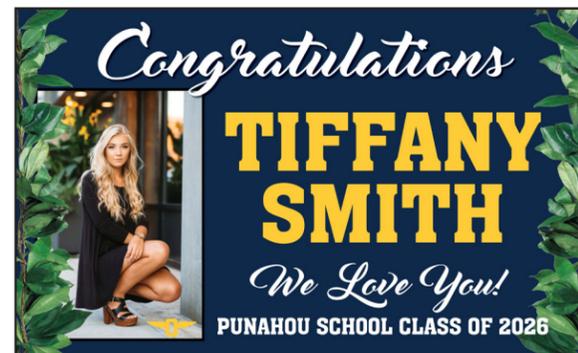
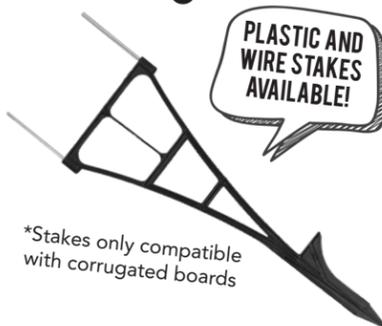
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CUSTOM

Starting at \$200 and up

ETA: 1 week+

Ex. Multi-photo layout or removing background from photo.
Printing cost is dependent on size and material.



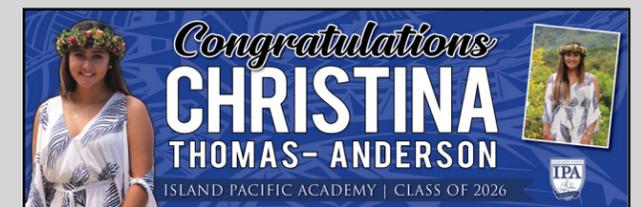
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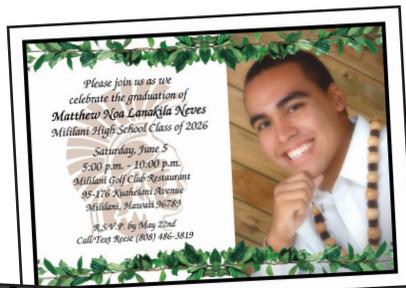
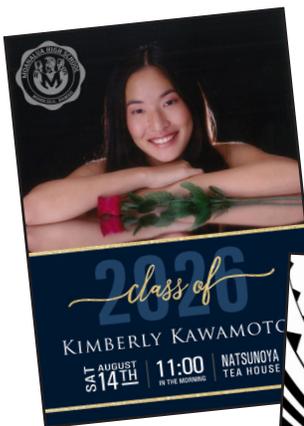
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HIGH SCHOOL LOGOS



OTHER ITEMS YOU MAY NEED...

INVITATIONS • MAGNETS • THANK YOU CARDS • TAGS



FOR MORE INFORMATION VISIT OUR WEBSITE: WWW.AIEACOPY.COM

