

Ordering Guide



**EAST
STROUDSBURG
UNIVERSITY**



**PRINT &
SIGN CENTER**

MANAGED BY **alphagraphics®**

<https://us283.agstorefront.com/esu>



Quick Steps for placing an online order:



URL: <https://us283.agstorefront.com/esu>

Click on: “Create an account” under “New to our Store?”

If you already created a login, enter your account information under “Already a member?”

- 1) Fill in required info: First & Last Name, Email and create & confirm your Password**
- 2) Make a Product Selection**
 - On the home page, click the icon of the category of the product you wish to order
 - Locate the desired product you wish to order and select it
 - Select or enter the desired quantity and click ‘Add to Cart’
 - If this is a dynamic product, you will need to fill in the information required and click “Refresh Preview” to view your proof.
 - To see a larger proof, click the image. When finished, close the window and click “Next”
 - Enter your Department & Cost Center.
 - If you need help obtaining these, please reach out to your department secretary
 - The ‘Comments’ box allows for any special/additional order instructions for this product. Each product will have its own comment box.
 - Check the box next to “Proof is approved” to add this product to your cart.
 - You may also view your dynamic product proof again by clicking on the “PROOF” button
 - Click “Add to Cart” – this will advance you to the shopping cart
- 3) Complete the shopping cart**
 - Double-check your entry
 - Remove items by clicking on the ‘x’ next to a line item or save the item for purchase later by selecting the ‘shopping cart’ icon with a clock on it.
 - Select to either ‘continue shopping’ to add more items or ‘checkout’ to submit this order
- 4) Complete the shipping information**
 - Click “Add” to create a new delivery address.
 - Fill in the information, including your building name and room number
 - Under ‘Service’ select your delivery option.
- 5) Review your order**
 - If there are errors, please use the back button in the lower left-hand corner of the order frame, to return to the page needed to make corrections/additions.
 - Click ‘checkout’ when all order data is correct and ready for order submission
 - An order confirmation e-mail will be sent for verification that your order has been received.

CONTACT THE PRINT CENTER WITH ANY QUESTIONS OR PROBLEMS
(570)-422-3627 – printcenter@esu.edu

TABLE OF CONTENTS

03

How to Login

05

Stationery

12

*Business
Cards*

15

Flyers

21

Brochures

24

Booklets

21

Posters

27

Signs

32

Banners

36

*Postcards and
Postcard-sized
Handouts*

39

*Test and
Course
Materials*

42

*Coil Bound
Books*

45

*Promotional
Items*

46

*Quote
Request*

47

Checking Out

50

*Turn-around
Times*

Key Guide for Ordering



What is a Bleed?



In printing, a bleed is the area of a design that extends beyond the final trim edge of a printed piece.

Why bleeds are used

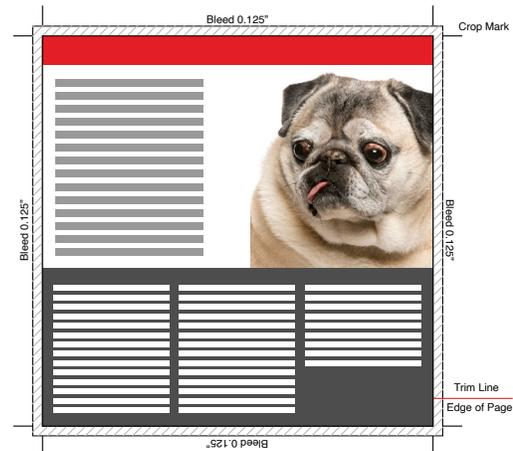
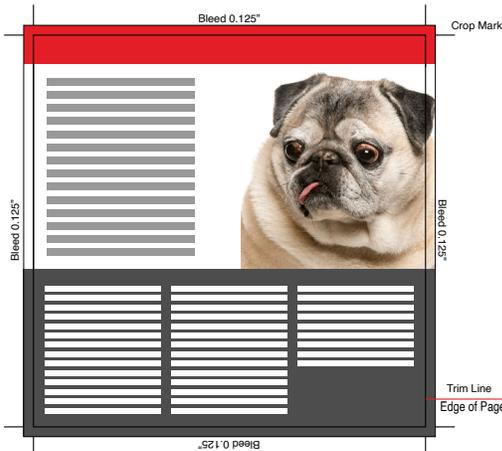
When a document is trimmed after printing, tiny shifts can happen. If your background color or image stops exactly at the edge, you might get an unwanted white line. A bleed prevents that by ensuring the ink goes past the cut line.

Typical bleed size

- Standard bleed: 0.125 inches (1/8") on all sides in the U.S.
- Some large-format or specialty jobs may require more.

Simple example

If your finished flyer size is **8.5 x 11**, with bleed your file should be **8.75 x 11.25**. And all background colors or images should extend into that extra area.



What are Crop Marks?



Crop marks are small, thin lines printed just outside the edges of your design that show exactly where the paper should be cut after printing. They act as cutting guides for the finishing equipment or the person trimming the piece.



How to Login



You can easily sign in using your East Stroudsburg University email and the password you created. If you click “remember me” after signing in, our site will remember your login information for you.

Already a member?

Email: *

Password: *

[Forgot your password?](#)

New to our store?

[Create an account](#)

New to our Site?



Already a member?

Email: *

Password: *

[Forgot your password?](#)

New to our store?

[Create an account](#)

New to our store?

First Name: *

Last Name:

Email: *

Password: *

Confirm Password: *

Click “Create and account” and fill out all necessary information and press “Sign Up” to create your account.

Forgot Your Password?



That's okay! Click on "Forgot your password?" under the member login. From here, it will take you to another page.

Already a member?

Email: *

Password: *

[Forgot your password?](#)

New to our store?

[Create an account](#)

Password Recovery

Enter the email address associated with your account, and then click Continue.

We'll email you a link to a page where you can easily create a new password.

Email Address: *

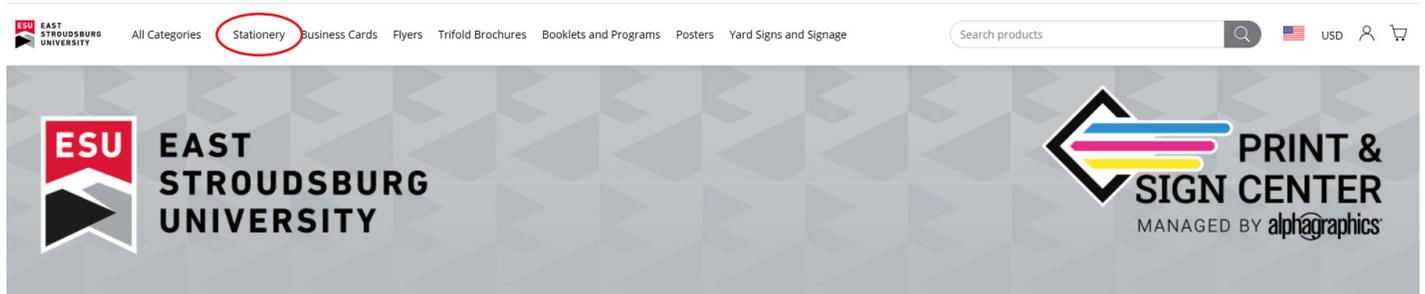


Type the characters you see in the image above:

This is the password recovery page. Fill out all the necessary information, press "Continue," and a link will be sent to your email to reset your password!

Stationery

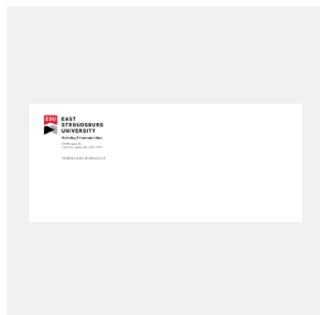
On our site, we offer two different stationeries, “Letterheads” and “Envelopes.” To get here, you have to click on “Stationery” on the home page or the “Stationery” link in the header on the top of your page.



Once you click the “Stationery” icon, it will take you to this screen to choose either “ESU Envelope,” “ESU Letterhead,” or “ESU Notepads.”

Stationery

3 products



East Stroudsburg University #10 Envelope - ESU-1012 (D)



East Stroudsburg University Letterhead - ESU-1013 (D)



East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D)

Ordering an Envelope

Click on the “ESU Envelope” icon to start creating your envelope.

3 products



East Stroudsburg University #10 Envelope - ESU-1012 (D)



East Stroudsburg University Letterhead - ESU-1013 (D)



East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D)

From the customize screen, select the quantity you would like to order. Then use the dropdown menu to select your department.

The screenshot shows the customization interface for the East Stroudsburg University #10 Envelope. On the left, a preview of the envelope is shown with the university's logo and contact information. On the right, the product details and customization options are displayed. The product name is "East Stroudsburg University #10 Envelope - ESU-1012 (D)". The price is "\$105.00 USD". The quantity is set to "500" items. There is a dropdown menu for "Department" with the text "-- Please Select a Value --". Below the dropdown is a "Continue" button. There is also a "Product options" section with an edit icon. At the bottom of the preview area, there is a "Refresh preview" button circled in red. At the bottom of the right panel, there is a "Review & approve" button.

East Stroudsburg University #10 Envelope - ESU-1012 (D)

You purchased this product on January 12, 2026. [Reorder](#)

\$105.00 USD

Quantity 500 Items

1. Step 1

Department

-- Please Select a Value --

Continue

2. Product options

Summary

Product total (500 Items)	\$105.00
Shipping calculated at checkout	
Total price (USD)	\$105.00

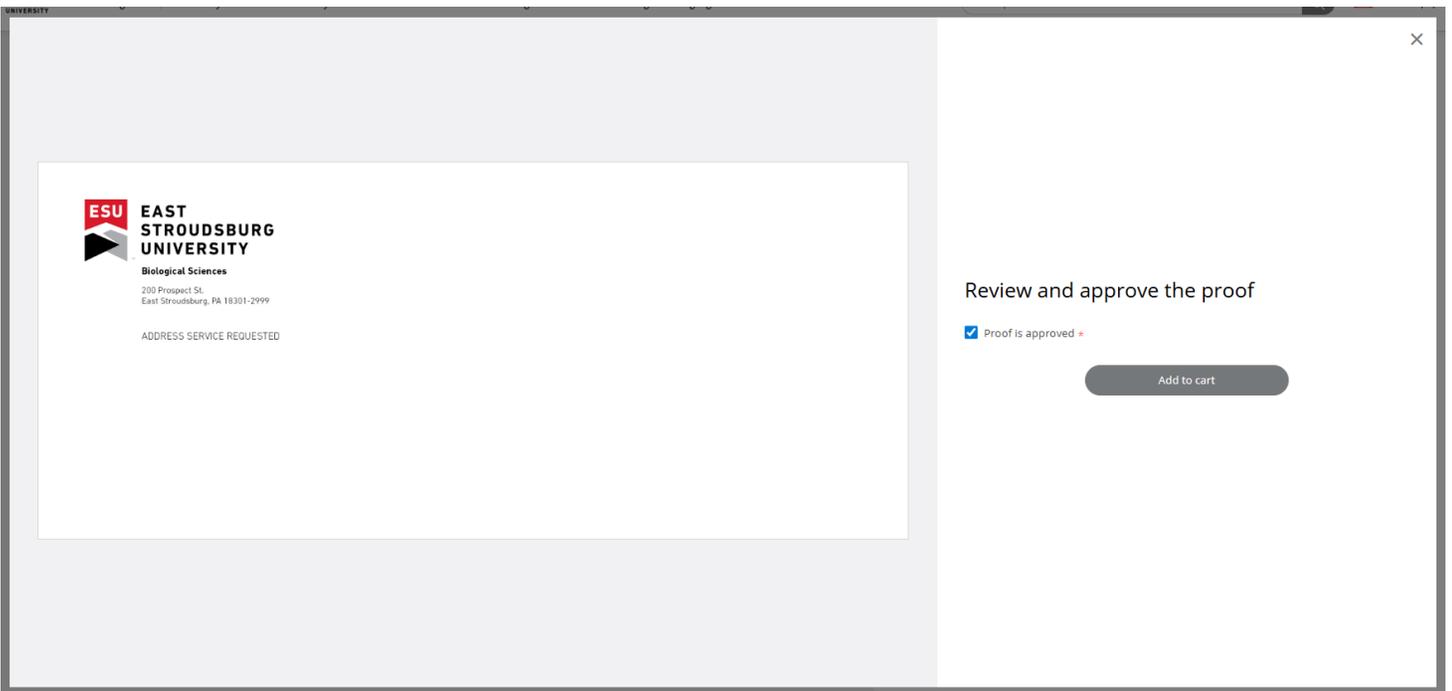
Review & approve

Page 1

Refresh preview

If you press the “refresh preview” icon after filling out the required items, it will show you what your envelope will look like.

Once you hit “Review and Approve,” a popup will appear with a proof of your envelope.



Review the proof, and if you’ve approved, click the “Proof is Approved” checkbox and then the “Add to Cart” button. From there you will automatically be taken to your shopping cart where you can either check out or go back to the home page and add to your order.

Shopping Cart (1)



<input checked="" type="checkbox"/>	Select all	Empty cart (1)
<input checked="" type="checkbox"/>	 East Stroudsburg University #10 Envelope - ESU-1012 (D) Advancement 	\$105.00 USD
Total: 500 Items		  

Wish List (0)

There are no items in the wish list

Summary

Subtotal \$105.00 USD

Checkout (1)

Ordering a Letterhead

Click on the “ESU Letterhead” icon to start creating your letterhead.

3 products



East Stroudsburg University #10 Envelope - ESU-1012 (D)

East Stroudsburg University Letterhead - ESU-1013 (D)

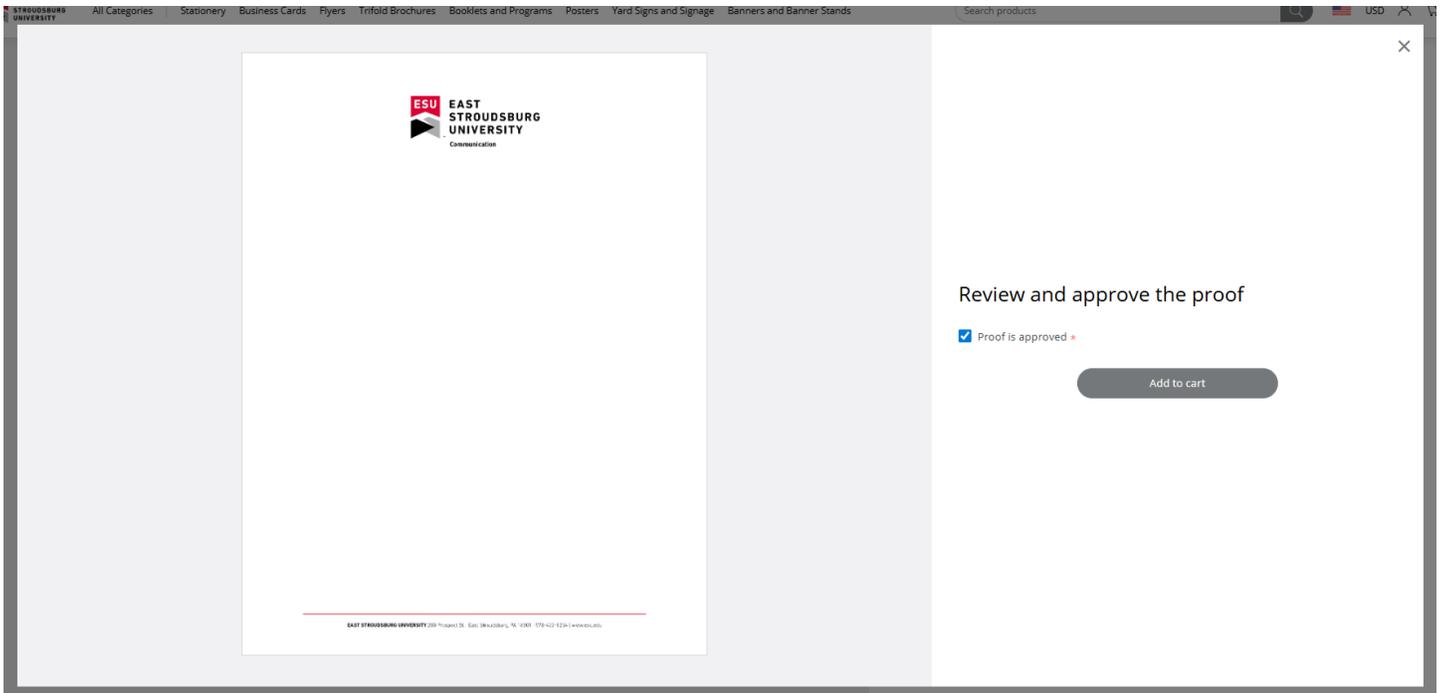
East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D)

From the customize screen, select the quantity you would like to order. Then use the dropdown menu to select your department and add the last four (4) digits of your office phone number. Adding a fax number is optional.

The screenshot shows the customization interface for the letterhead. On the left, a preview of the letterhead is shown with the ESU logo and contact information. Below the preview is a "Refresh preview" button, which is circled in red. An arrow points from this button to a text box that reads: "If you press the “refresh preview” icon after filling out the required items, it will show you what your letterhead will look like."

On the right, the product details and checkout form are visible. The product is "East Stroudsburg University Letterhead - ESU-1013 (D)". The price is \$100.00 USD. The quantity is set to 500 items. The form includes a dropdown menu for "Department" (with the text "-- Please Select a Value --"), a "Phone Number" field, and a "Fax Number" field. A "Continue" button is located below the form. Below the form is a "Summary" section showing the product total (500 items) at \$100.00, shipping calculated at checkout, and a total price of \$100.00. A "Review & approve" button is at the bottom.

Once you hit “Review and Approve,” a popup will appear with a proof of your Letterhead



Review the proof, and if you’ve approved, click the “Proof is Approved” checkbox and then the “Add to Cart” button. From there you will automatically be taken to your shopping cart where you can either check out or go back to the home page and add to your order.

Shopping Cart (1)

Select all Empty cart (1)

<input checked="" type="checkbox"/>		East Stroudsburg University Letterhead - ESU-1013 (D) Communication ✎	\$100.00 USD
Total: 500 Items			✎ 🛒 🗑️

Summary

Subtotal \$100.00 USD

[Checkout \(1\)](#)

Wish List (0)

There are no items in the wish list

Ordering a Notepad

Click on the “ESU Notepad” icon to start creating your letterhead.

3 products



East Stroudsburg University #10 Envelope - ESU-1012 (D)



East Stroudsburg University Letterhead - ESU-1013 (D)



East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D)

From the customize screen, select the quantity you would like to order. Then use the dropdown menu to select your department.

East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D)

You purchased this product on January 12, 2026. [Reorder](#)

\$18.50 USD

Quantity 5 Pads of 50

1. Step 1

Department

-- Please Select a Value --

Continue

2. Product options

Summary

Product total (5 Pads of 50) \$18.50

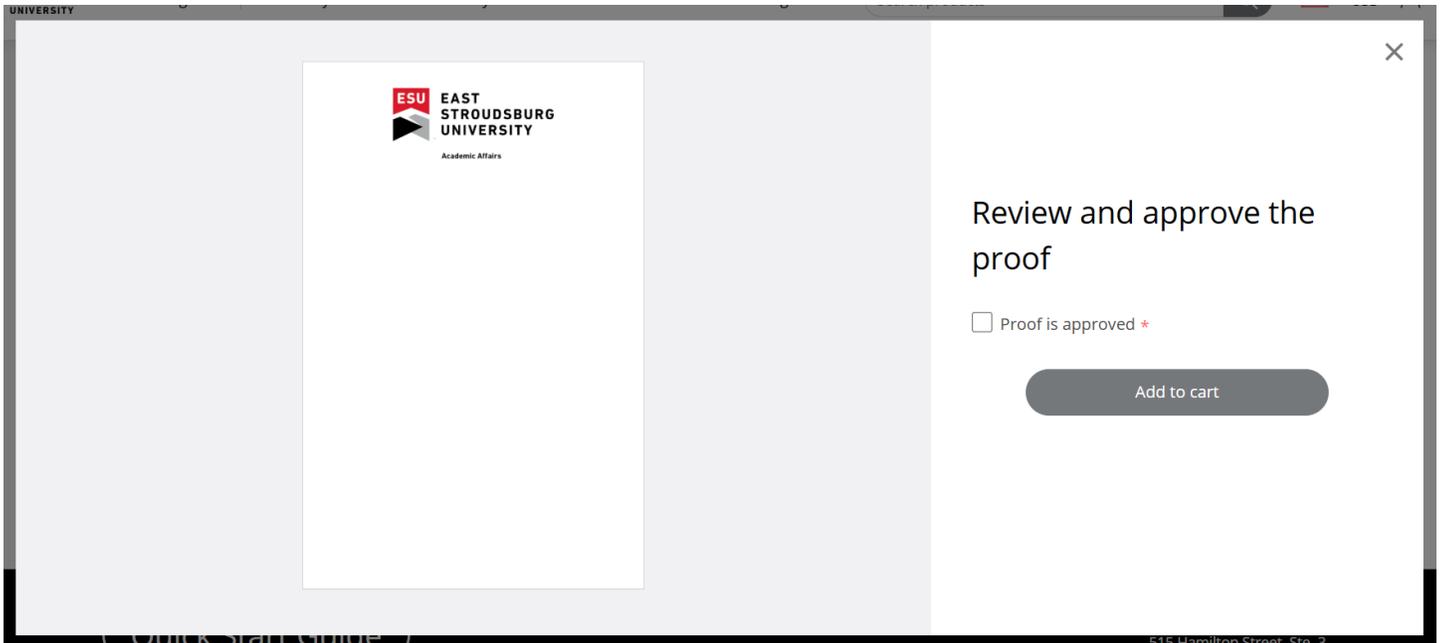
Shipping calculated at checkout

Total price (USD) \$18.50

Review & approve

If you press the “refresh preview” icon after filling out the required items, it will show you what your notepad will look like.

Once you hit “Review and Approve,” a popup will appear with a proof of your Notepad



Review the proof, and if you’ve approved, click the “Proof is Approved” checkbox and then the “Add to Cart” button. From there you will automatically be taken to your shopping cart where you can either check out or go back to the home page and add to your order.

Shopping Cart (1)

Select all Empty cart (1)

<input checked="" type="checkbox"/>		East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D) Academic Affairs 🔗	\$18.50 USD	✎ 🛒 🗑️
		Total: 5 Pads of 50		

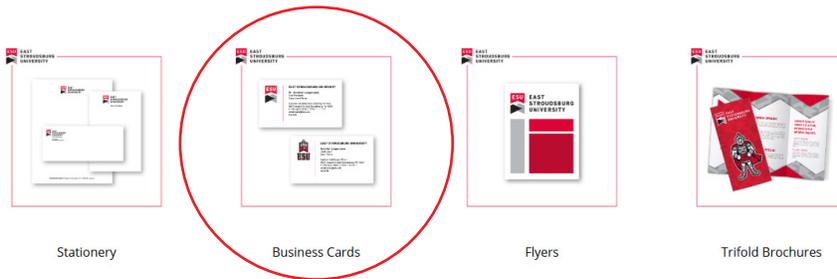
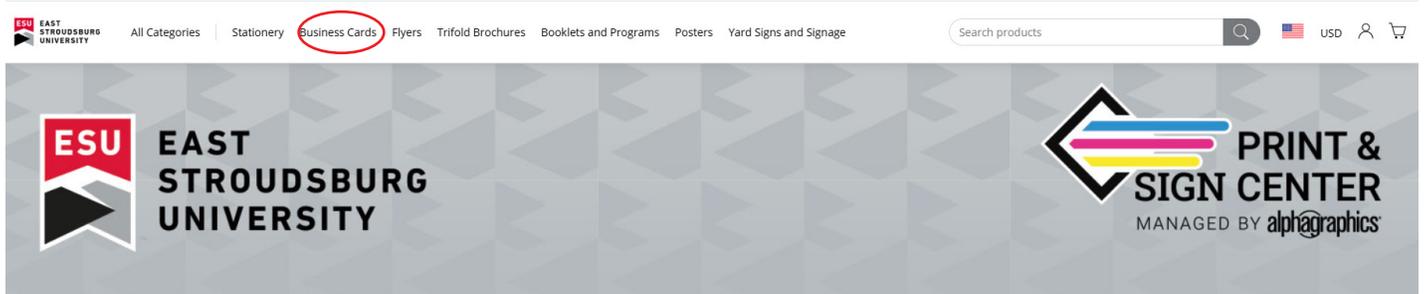
Summary

Subtotal \$18.50 USD

[Checkout \(1\)](#)

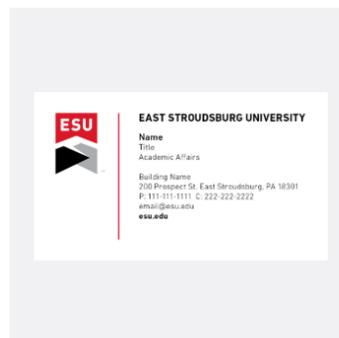
Business Cards

On our site we offer two different business cards, “East Stroudsburg University Business Cards” and “East Stroudsburg University Business Cards - Athletics.” To get here, you have to click on “Business Cards” on the home page or in the “Business Card” link on the header at the top of your page.

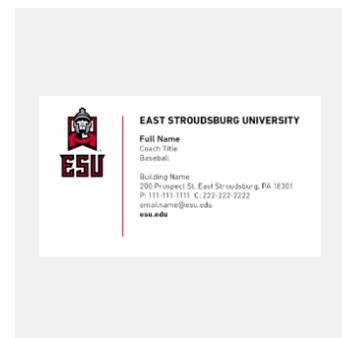


2 products

Once you click on “Business Cards” you will have two options to choose from: “East Stroudsburg University Business Cards ” and “East Stroudsburg University Business Cards - Athletics.”



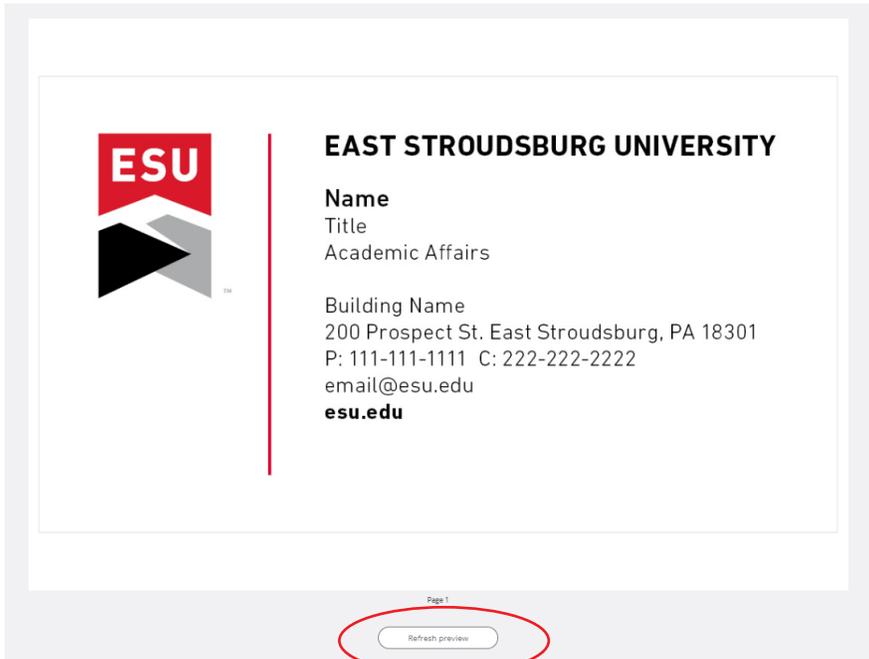
East Stroudsburg University Business Cards - ESU-1011



East Stroudsburg University Business Cards - Athletics - ESU-1004

Ordering a Business Cards

From the customize screen, select the quantity you would like to order. Then use the dropdown menu to select your department and fill out the rest of your information.



If you press the “refresh preview” icon after filling out the required items, it will show you what your letterhead will look like.

You will only need to add the last four digits of your office phone number.

East Stroudsburg University Business Cards - ESU-1011

You purchased this product on January 12, 2026. [Reorder](#)

\$34.00 USD

Quantity 100 Items

1. Step 1

Name

Title

Department

Building Name and Room Number

Please enter Building Name and Room Number (i.e. Stroud Hall 101A).

Phone Number

Please enter only the last 4 of your office number. It will format as 570-422-XXXX.

Cell Number

Your cell number will automatically format as XXX-XXX-XXXX.

Email

Continue

Quantity 100 Items

1. Step 1

Name

Title

Department

Building Name and Room Number

Please enter Building Name and Room Number (i.e. Stroud Hall 101A).

Phone Number

Please enter only the last 4 of your office number. It will format as 570-422-XXXX.

Cell Number

Your cell number will automatically format as XXX-XXX-XXXX.

Email

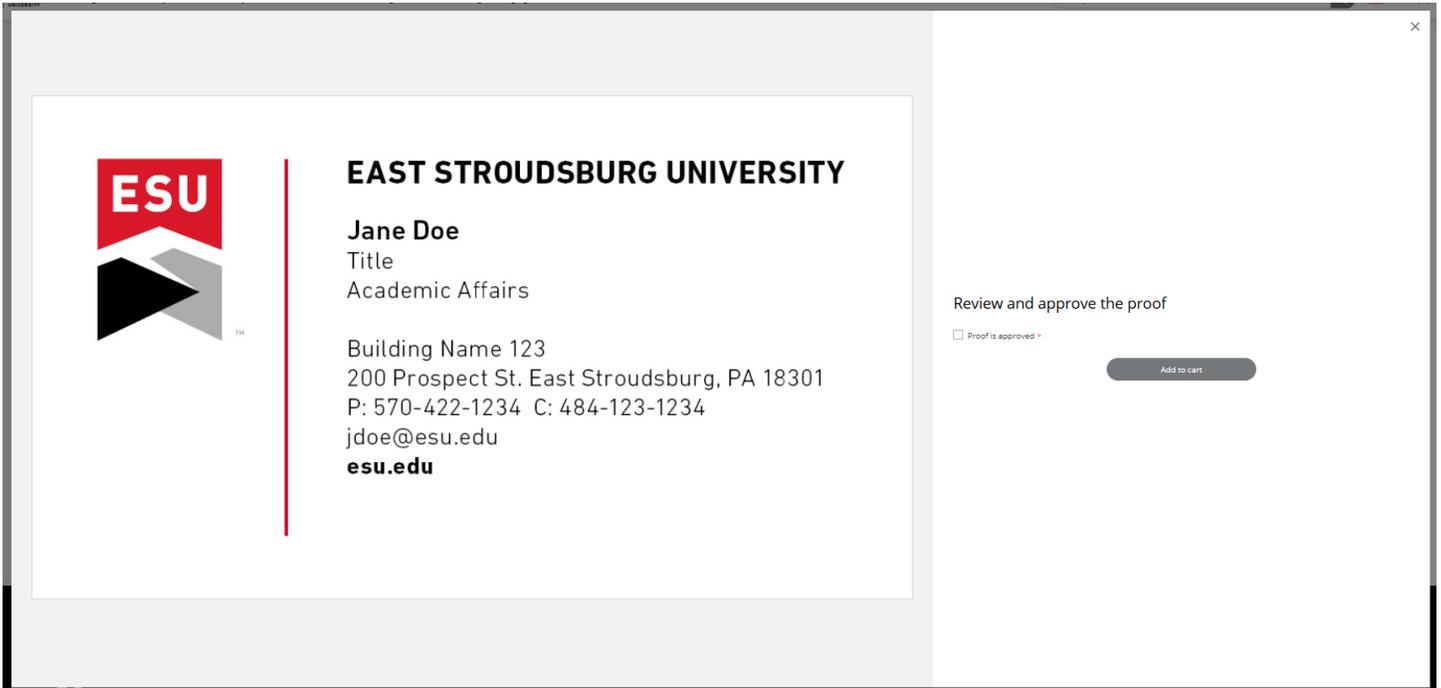
Continue

2. Product options

Summary

Product total (100 Items) \$34.00

Once you hit “Review and Approve,” a popup will appear with a proof of your Business Card.



Review the proof, and if you’ve approved, click the “Proof is Approved” checkbox and then the “Add to Cart” button. From there you will automatically be taken to your shopping cart where you can either check out or go back to the home page and add to your order.

Shopping Cart (1)



<input checked="" type="checkbox"/>	Select all	Empty cart (1)
<input checked="" type="checkbox"/>	 East Stroudsburg University Business Cards - ESU-1011 Jane Doe 	\$34.00 USD   
Total: 100 Items		

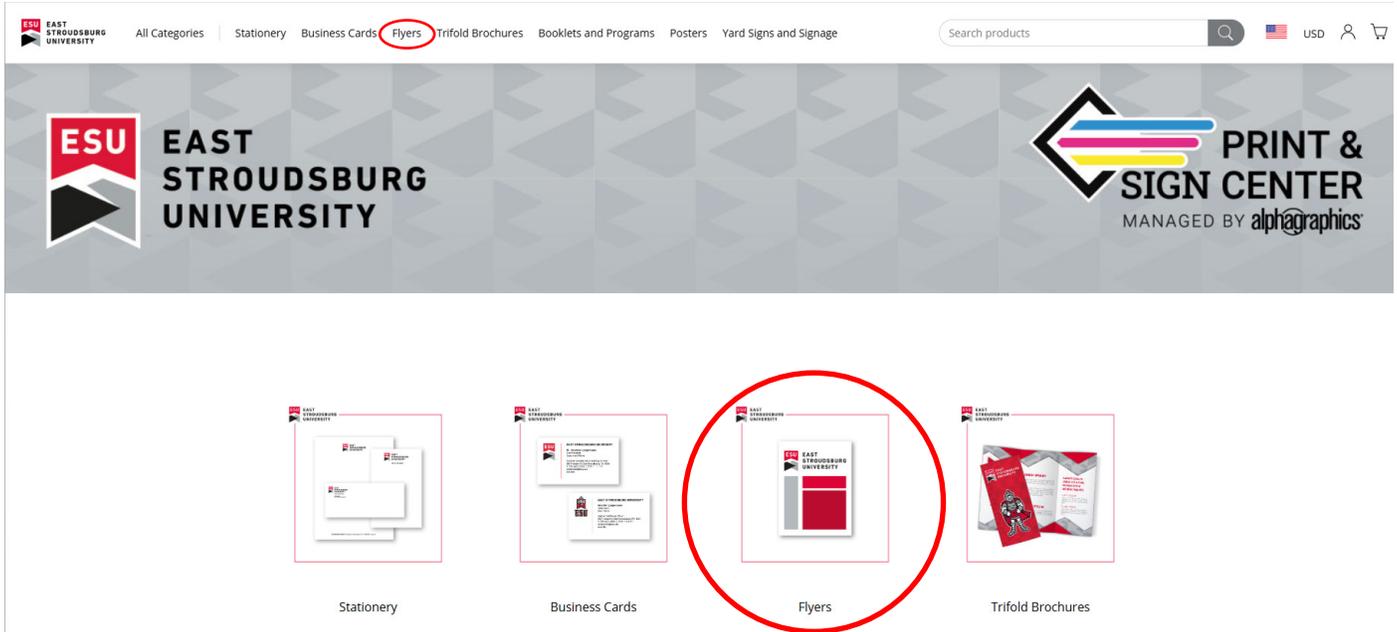
Summary

Subtotal \$34.00 USD

Checkout (1)

Flyers

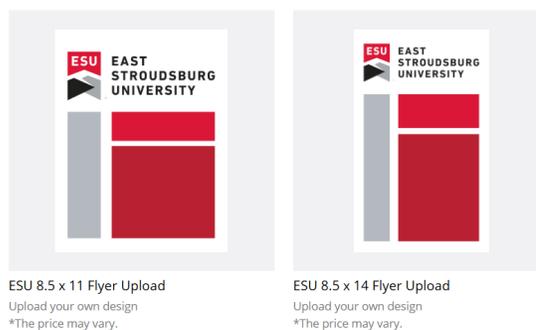
On our site we offer two different sizes of flyers, “8.5 x 11” and “8.5 x 14.” To get here, you have to click on “Flyers” on the home page or in the “Flyers” link on the header at the top of your page.



Flyers

2 products

Once you click on “Flyers” it will take you to the next page where you can choose your size of flyer.



Ordering Flyers

ESU 8.5 x 11 Flyer Upload

Customize

Finalize

Flyer Orientation*

Portrait

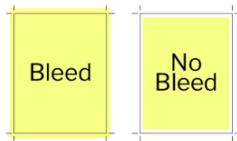
Will this be double sided?

-- Please Select a Value --

Does this include bleed?

-- Please Select a Value --

Bleed: After trimming, bleed ensures that no un-printed edges occur on your final document. Most printing equipment cannot print exactly to the edge of a document, so to achieve this, it is necessary to print a slightly larger area than what is needed and then trim the document to the required paper size.

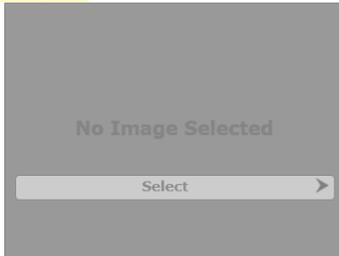


What kind of fold?*

None



PDF Upload*



How do you want this to print?*

Color

Please name your file*

*Indicates a required field



Page 1

Refresh Preview

When you enter the “Customize” page for the flyers, it will have you fill out all of the required fields, as well as picking out if you want bleeds or no bleeds, if you want your flyer folded, and the paper weight. After this, you can upload your PDF and name your file. When you are done filling out all of the information needed, you will need to press the “Next” button to move to the “Finalize” screen.

Paper sample and color sample books are available upon request.

Next

After clicking “Next” it will lead you to the “Finalize” page.

Where you can adjust the quantity, put in your department and cost center number, place the date and time you’d like your flyers delivered, the type of paper stock you would like, view prices, and approve your proof. To add to your cart you must fill out all the required fields and approve your proof at the bottom of the screen.

ESU 8.5 x 11 Flyer Upload

CustomizeFinalize

Quantity: Items

Comments ⓘ

Here is where you can type any questions or concerns you have about the product. The comments option is always seen before printing any item.

[Check Spelling](#)

Due Date [Clear](#)

Paper Type*

Total Quantity:	1 Item
Fixed Price:	\$0.16 USD
Price Per Item:	\$0.04 USD
Total Delivery Price:	Will be calculated during checkout
Total Price:	\$0.20 USD

[Recalculate](#)

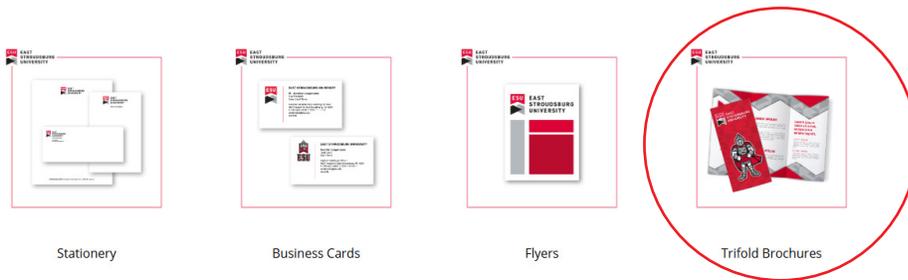
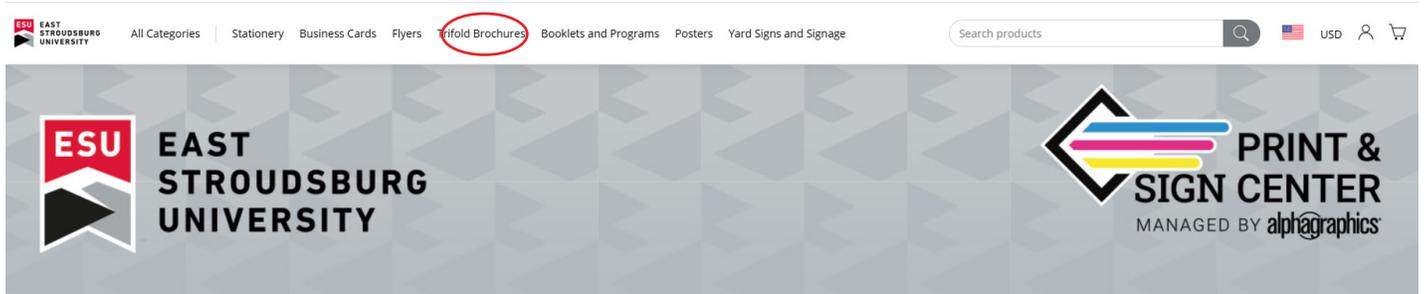
[Show pricing table](#)

Proof Proof is approved *

[Back](#) [Add to Cart](#)

Trifold Brochures

On our site we offer a 9" x 12" trifold brochure. To get here, you have to click on "Trifold Brochures" on the home page or in the "Trifold Brochures" link on the header at the top of your page.



1 products

Once you click on "Trifold Brochures" it will take you to the next page where you can chose the 9 x 12 brochure.



ESU Brochure Trifold 9x12 Upload

Upload your own design
*The price may vary.

Ordering Brochures

When you enter the “Customize” page for Brochures, it will have you fill out all of the required fields, as well as picking out if you want bleeds or no bleeds, if you want your brochure folded, and the paper weight. After this, you can upload your PDF and name your file. When you are done filling out all of the information needed, you will need to press the “Next” button to move to the “Finalize” screen.

Paper sample and color sample books are available upon request.

ESU Brochure Trifold 9x12 Upload

CustomizeFinalize

Flyer Orientation*

Landscape

Will this be double sided?*

Double Sided

Does this include bleed?*

-- Please Select a Value --

Bleed: After trimming, bleed ensures that no un-printed edges occur on your final document. Most printing equipment cannot print exactly to the edge of a document, so to achieve this, it is necessary to print a slightly larger area than what is needed and then trim the document to the required paper size.

Bleed

No Bleed

What kind of fold?*

-- Please Select a Value --


Bi-fold


Trifold


Gate Fold


Z-Fold

PDF Upload*

No Image Selected

Select

File Name*

*Indicates a required field



Page 1

Refresh Preview

Next

Booklets and Programs

On our site we offer four different booklet options: 5.5 x 8.5 with bleeds and without bleeds, and 8.5 x 11 with bleeds and without bleeds. To get here, you have to click on “Booklets and Programs” on the home page or in the “Booklets and Programs” link on the header at the top of your page.

Stationery Business Cards Flyers Trifold Brochures **Booklets and Programs** Posters Yard Signs and Signage

Search products



Stationery



Business Cards



Flyers



Trifold Brochures



Booklets and Programs



Posters



Yard Signs and Signage



Banners and Banner Stands

Once you click on “Booklets” it will take you to the next page where you can choose what size and type of booklet your would like to order.

Booklets and Programs

4 products



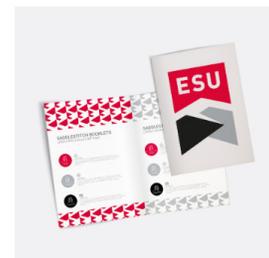
5.5x8.5 Booklet w/NO bleeds



5.5x8.5 Booklet w/bleeds



8.5x11 Booklet w/NO bleeds



8.5x11 Booklet w/bleeds

Ordering Booklets

8.5x11 Booklet w/NO bleeds

Product Details

Document Builder

Finalize



Page 1

It will have you start at the “Product Details” page, which you can press “Continue.”

Continue

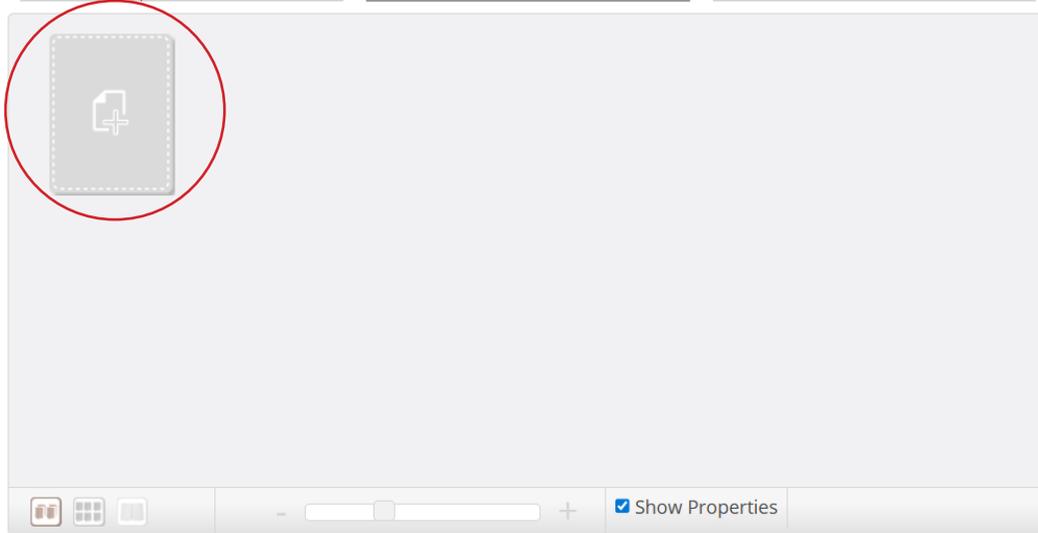
It will then lead you to the “Customize” page, where you can click the page with the + to upload your booklet.

8.5x11 Booklet w/NO bleeds

Product Details

Document Builder

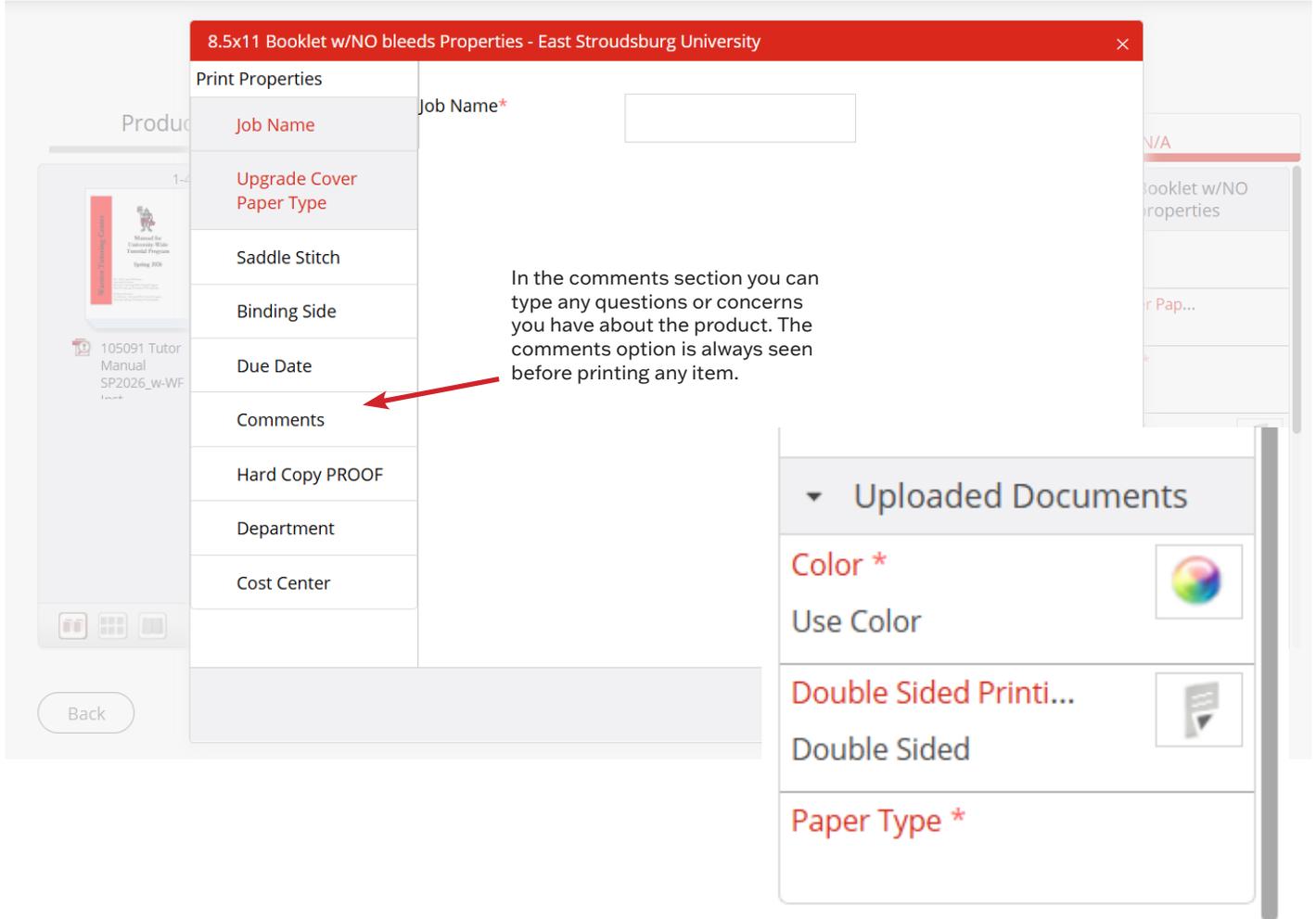
Finalize



Total Price: N/A	
8.5x11 Booklet w/NO bleeds properties	
Job Name *	
Upgrade Cover Pap...	
Saddle Stitch *	Yes
Binding Side *	Long Side
Due Date *	
Comments	
Hard Copy PROOF *	No

If you look at the right side of the screen on the customize page, you will see a sidebar menu that you can scroll through.

When you click on the sidebar, a popup will appear with the form you will need to fill out. This includes the job name, cover page, the stitch, the binding, due dates, comments, proofs, department and cost center. It will also ask if you want your booklet printed in Black and White or Color, if you want it single or double sided, and the paper weight.



8.5x11 Booklet w/NO bleeds

Quantity: Items
Total quantity is limited to: Minimum 10

Total Quantity: 10
Total Delivery Price: Will be calculated during checkout
Total Price: \$119.48 USD

Recalculate

Proof Proof is approved *

Back

Add to Cart

After clicking “Next” it will lead you to the “Finalize” page.

Where you can adjust the quantity, put in your department and cost center number, place the date and time you’d like your booklets delivered, and view prices, and approve your proof. To add to your cart you must fill out all the required fields and approve your proof at the bottom of the screen.

Posters

On our site we offer five different poster options: 11 x 17, 18 x 24, and 24 x 36. To get here, you have to click on “Posters” on the home page or in the “Posters” link on the header at the top of your page.

Stationery Business Cards Flyers Trifold Brochures Booklets and Programs **Posters** Yard Signs and Signage

Search products



Stationery



Business Cards



Flyers



Trifold Brochures



Booklets and Programs



Posters



Yard Signs and Signage

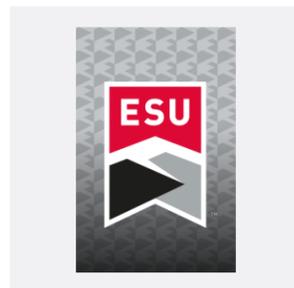


Banners and Banner Stands

Once you click on “Posters” it will take you to the next page where you can choose what size poster you would like to order.

Posters

3 products



11x17 Poster Upload
Upload your own design



18x24 Poster Upload
Upload your own design
*The price may vary.



24x36 Poster Upload
Upload your own design
*The price may vary.

Ordering Posters

When you enter the “Customize” page for Posters, it will have you fill out all of the required fields, as well as picking out if your file has bleeds or no bleeds. After this, you can upload your PDF and name your file. When you are done filling out all of the information needed, you will need to press the “Next” button to move to the “Finalize” screen.

11x17 Poster Upload

Customize

Finalize

Poster Orientation*

Portrait

Will this be double sided?

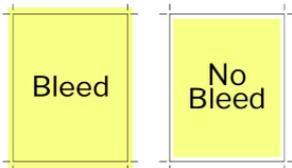
*

-- Please Select a Value --

Does this include bleed?

-- Please Select a Value --

Bleed: After trimming, bleed ensures that no un-printed edges occur on your final document. Most printing equipment cannot print exactly to the edge of a document, so to achieve this, it is necessary to print a slightly larger area than what is needed and then trim the document to the required paper size.



PDF Upload*



File Name*

* Indicates a required field



Page 1

Refresh Preview

If you press “Refresh Preview” it will show you what your poster will look like with your PDF.

Next

Yard Signs and Signage

On our site we offer three different sign options: 18 x 24, 24 x 36, and 36 x 48. To get here, you have to click on “Yard Signs and Signage” on the home page or in the “Yard Signs and Signage” link on the header at the top of your page.

Stationery Business Cards Flyers Trifold Brochures Booklets and Programs Posters **Yard Signs and Signage** Search products



Stationery



Business Cards



Flyers



Trifold Brochures



Booklets and Programs



Posters



Yard Signs and Signage



Banners and Banner Stands

Once you click on “Yard Signs and Signage” it will take you to the next page where you can choose what size sign you would like to order.

Yard Signs and Signage

3 products



ESU Yard Sign Double Sided with H Stake - 18x24 Upload
Upload your own design



ESU 24 x 36 Signage
Upload your own design
*The price may vary.



ESU 36 x 48 Signage
Upload your own design

Ordering Yard Signs

When you enter the “Customize” page for Yard Signs and Signage, it will have you fill out all of the required fields like the orientation of the sign, if it will be single or double sided, as well as picking out if your file has bleeds or no bleeds. After this, you can upload your PDF and name your file. When you are done filling out all of the information needed, you will need to press the “Next” button to move to the “Finalize” screen.

ESU Yard Sign Double Sided with H Stake - 18x24 Upload

CustomizeFinalize

Poster Orientation*

Portrait

Will this be double sided?*

-- Please Select a Value --

Does this include bleed?*

-- Please Select a Value --

Bleed: After trimming, bleed ensures that no un-printed edges occur on your final document. Most printing equipment cannot print exactly to the edge of a document, so to achieve this, it is necessary to print a slightly larger area than what is needed and then trim the document to the required paper size.

Bleed

No Bleed

PDF Upload*

No Image Selected

Select >

File Name*



Page 1

Refresh Preview

Next

Ordering Signage

When you enter the “Customize” page for either 24 x 36 or 36 x 48 Signage, it will have you fill out all of the required fields like the orientation of the sign, if it will be single or double sided, as well as picking out if your file has bleeds or no bleeds. After this, you can upload your PDF and name your file. When you are done filling out all of the information needed, you will need to press the “Next” button to move to the “Finalize” screen.

ESU 24 x 36 Foamboard Sign

CustomizeFinalize

Poster Orientation*

Portrait

Will this be double sided?*

-- Please Select a Value --

Does this include bleed?

-- Please Select a Value --

Bleed: After trimming, bleed ensures that no un-printed edges occur on your final document. Most printing equipment cannot print exactly to the edge of a document, so to achieve this, it is necessary to print a slightly larger area than what is needed and then trim the document to the required paper size.

Bleed

No Bleed

PDF Upload*

No Image Selected

Select

How do you want this to print?*

Color

File Name*



Page 1

After clicking “Next” it will lead you to the “Finalize” page. Where you can adjust the quantity, the substrate type, put in your department and cost center number, place the date and time you’d like your signs delivered, and view prices, and approve your proof. To add to your cart you must fill out all the required fields and approve your proof at the bottom of the screen.

ESU 24 x 36 Signage

Customize

Finalize

Quantity: Items

Substrate Type* 

-- Please Select a Value --

Foam Core - Good for temporary signage and short-term use.
Ultra Board - Good for long term signage and repeated use.

Department*

Cost Center*

Due Date   Clear

Comments 

In the comments section you can type any questions or concerns you have about the product. The comments option is always seen before printing any item.

[Check Spelling](#)

Total Quantity:	1 Item	
Fixed Price:	\$0.00	USD
Price Per Item:	\$27.00	USD
Total Delivery Price:	Will be calculated during checkout	
Total Price:	\$27.00	USD

Recalculate

[Show pricing table](#)

✓ Proof

Back

Add to Cart

Banners and Banner Stands

On our site we offer four different banner options: 11.5 x 17.5 tabletop Banners, 33 x 81 pull-up banners, vinyl 3 x 8 banners, and vinyl 3 x 6 banners. To get here, you have to click on “Banners” on the home page or in the “Banners” link on the header at the top of your page.

Stationery Business Cards Flyers Trifold Brochures Booklets and Programs Posters Yard Signs and Signage

Search products



Stationery



Business Cards



Flyers



Trifold Brochures



Booklets and Programs



Posters



Yard Signs and Signage



Banners and Banner Stands

Once you click on “Banners” it will take you to the next page where you can choose what size sign you would like to order.

Banners and Banner Stands

4 products



Tabletop Banner Stand
Upload your own design
11.5" x 17.5"



Pull Up Banner Stand - ESU-1017
Upload your own design
33" x 81"



ESU Vinyl Banner 3' x 6' - ESU-1019
Upload your own design
3' x 6'
*The price may vary.



ESU Vinyl Banner 3' x 8' - ESU-1018
Upload your own design
3' x 8'
*The price may vary.

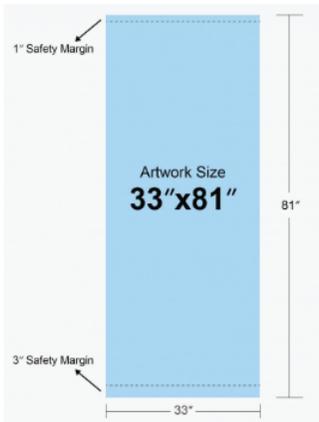
Ordering Banner Stands

When you enter the “Customize” page for Banners, it will have you upload your PDF and name your file. A template for the size of the banner is displayed, which must be followed for proper sizing. When you are done filling out all of the information needed, you will need to press the “Next” button to move to the “Finalize” screen.

Pull Up Banner Stand - ESU-1017

Customize

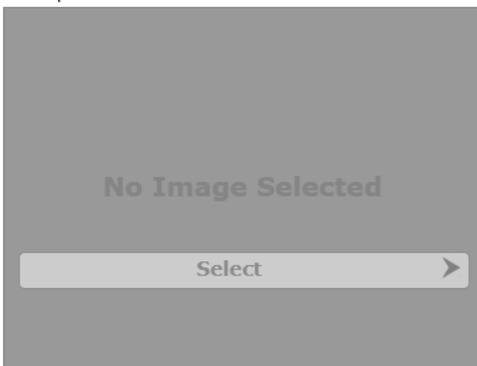
Finalize



Page 1

Refresh Preview

PDF Upload*



File Name

*Indicates a required field

If you press “Refresh Preview” it will show you what your banner will look like with your PDF.

Next

Ordering Vinyl Banners

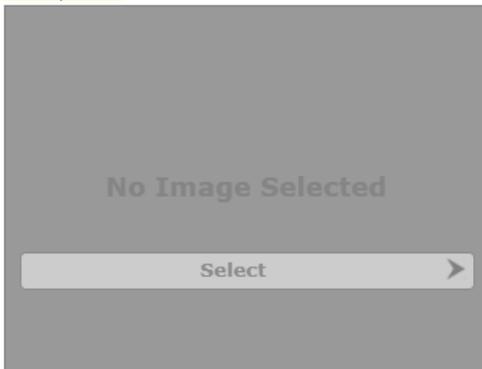
When you enter the “Customize” page for Vinyl Banners, it will have you upload your PDF and name your file. When you are done filling out all of the information needed, you will need to press the “Next” button to move to the “Finalize” screen.

ESU Vinyl Banner 3' x 6' - ESU-1019

Customize

Finalize

PDF Upload*



Page 1

Refresh Preview

File Name*

*Indicates a required field

If you press “Refresh Preview” it will show you what your banner will look like with your PDF.

ESU Vinyl Banner 3' x 6' - ESU-1019

Next

Customize

Finalize

Quantity: Items

Cost Center*

Department*

Due Date

Total Quantity: 1 Item
Fixed Price: \$0.00 USD
Price Per Item: \$50.80 USD
Total Delivery Price: Will be calculated during checkout
Total Price: \$50.80 USD

Recalculate

Show pricing table

Proof Proof is approved *

Back

Add to Cart

After clicking “Next” it will lead you to the “Finalize” page.

Where you can adjust the quantity, put in your department and cost center number, place the date and time you’d like your banners delivered, and view prices, and approve your proof. To add to your cart you must fill out all the required fields and approve your proof at the bottom of the screen.

Postcards and Postcard-sized Handouts

On our site we offer nine different postcard options: all are offered single or double sided in 4.25 x 5.5, 4.25 x 6 (the USPS Postcard Rate - only single sided), 5 x 7, 5.5 x 8.5, and 6 x 9. To get here, you have to click on “Postcards and Postcard-Sized Handouts” on the home page or in the “Postcards and Postcard-Sized Handouts” link on the header at the top of your page.

ionery Business Cards Flyers Trifold Brochures Booklets and Programs Posters Yard Signs and Signage Banners and Banner Stands



Booklets and Programs



Posters



Yard Signs and Signage



Banners and Banner Stands



Postcards and Postcard-Sized Handouts



Tests & Course Materials



Coil Bound Books



Promotional Items

Postcards and Postcard-Sized Handouts



9 products



4.25x5.5 Postcard - Single Sided w/bleeds



4.25x5.5 Postcard - Double Sided w/bleeds



4.25x6 USPS Postcard Rate - Double Sided w/bleeds



5x7 Postcard - Single Sided w/bleeds



5x7 Postcard - Double Sided w/bleeds



5.5x8.5 Postcard - Single Sided w/bleeds



5.5x8.5 Postcard - Double Sided w/bleeds



6x9 Postcard - Single Sided w/bleeds



6x9 Postcard - Double Sided w/bleeds

Once you click on “Postcards and Postcard-Sized Handouts” it will take you to the next page where you can choose what size and type of Postcards you would like to order.

Ordering Postcards

4.25x5.5 Postcard - Double Sided w/bleeds

Product Details

Document Builder

Finalize

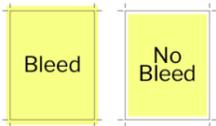
Postcards must include 1/8" (.125) bleed all around.

Make sure your document is set with bleeds.

You MUST Export your document with crops and bleeds. Please reference the Print Center User Guide for any setup questions.

*The price may vary.

Bleed: After trimming, bleed ensures that no un-printed edges occur on your final document. Most printing equipment cannot print exactly to the edge of a document, so to achieve this, it is necessary to print a slightly larger area than what is needed and then trim the document to the required paper size.



It will have you start at the “Product Details” page, which you can press “Continue.”



Page 1



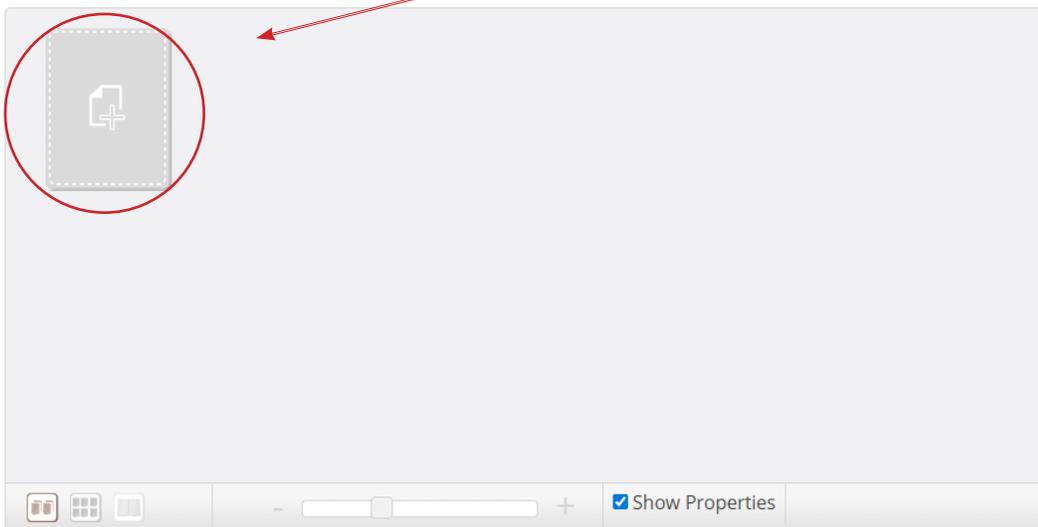
It will then lead you to the “Customize” page, where you can click the page with the + to upload your postcard.

4.25x6 USPS Postcard Rate - Double Sided w/bleeds

Product Details

Document Builder

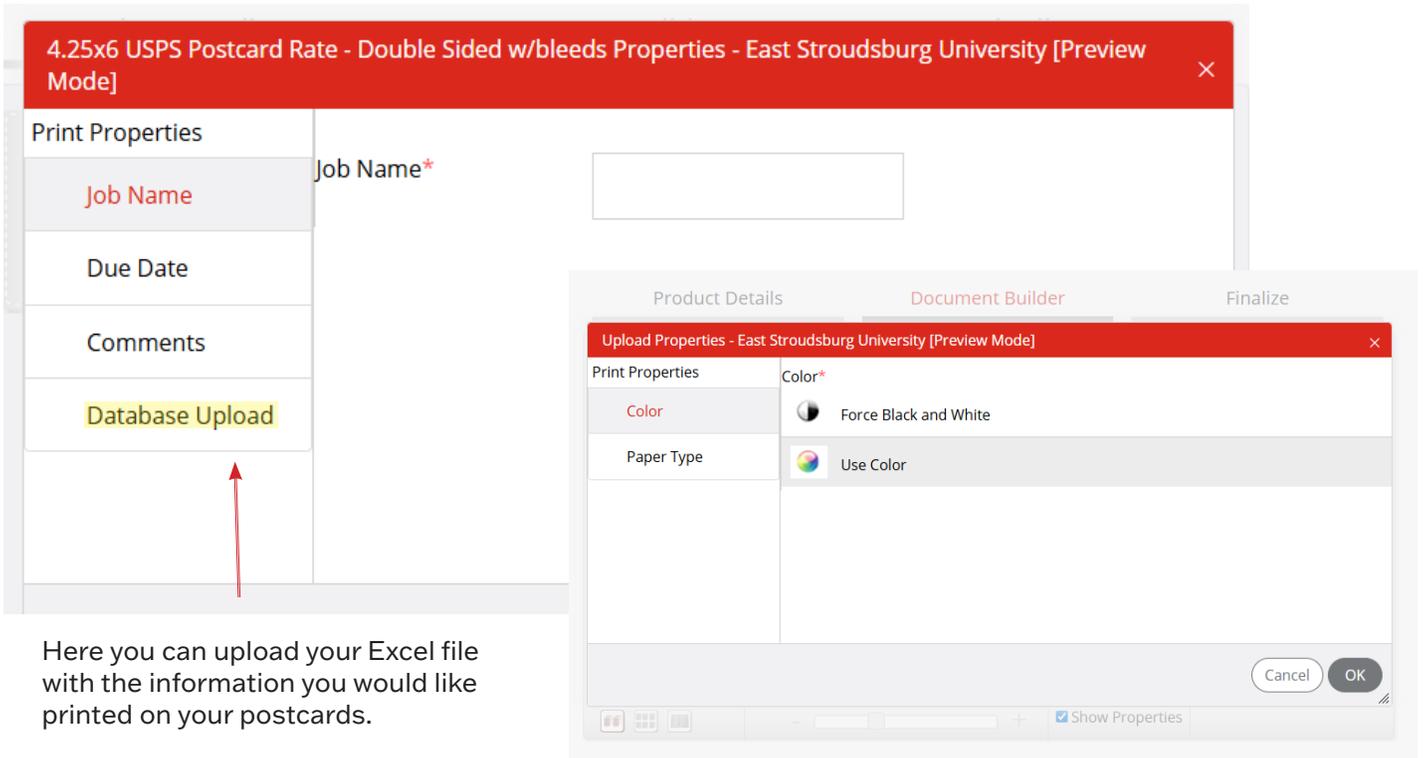
Finalize



Total Price: \$2.13
4.25x6 USPS Postcard
▼ Rate - Double Sided w/bleeds properties
Job Name *
Due Date *
Comments
Database Upload

If you look at the right side of the screen on the customize page, you will see a sidebar menu that you can scroll through.

When you click on the sidebar, a popup will appear with the form you will need to fill out. This includes the job name, due dates, comments, proofs, and database upload. It will also ask if you want your postcards printed in Black and White or Color and the paper type.



Here you can upload your Excel file with the information you would like printed on your postcards.

After clicking “Next” it will lead you to the “Finalize” page. Where you can adjust the quantity and approve your proof. To add to your cart you must approve your proof at the bottom of the screen.

4.25x5.5 Postcard - Double Sided w/bleeds

Quantity: Items
Total quantity is limited to: Minimum 10

Total Quantity: 10
Total Delivery Price: Will be calculated during checkout
Total Price: \$15.33 USD

Recalculate

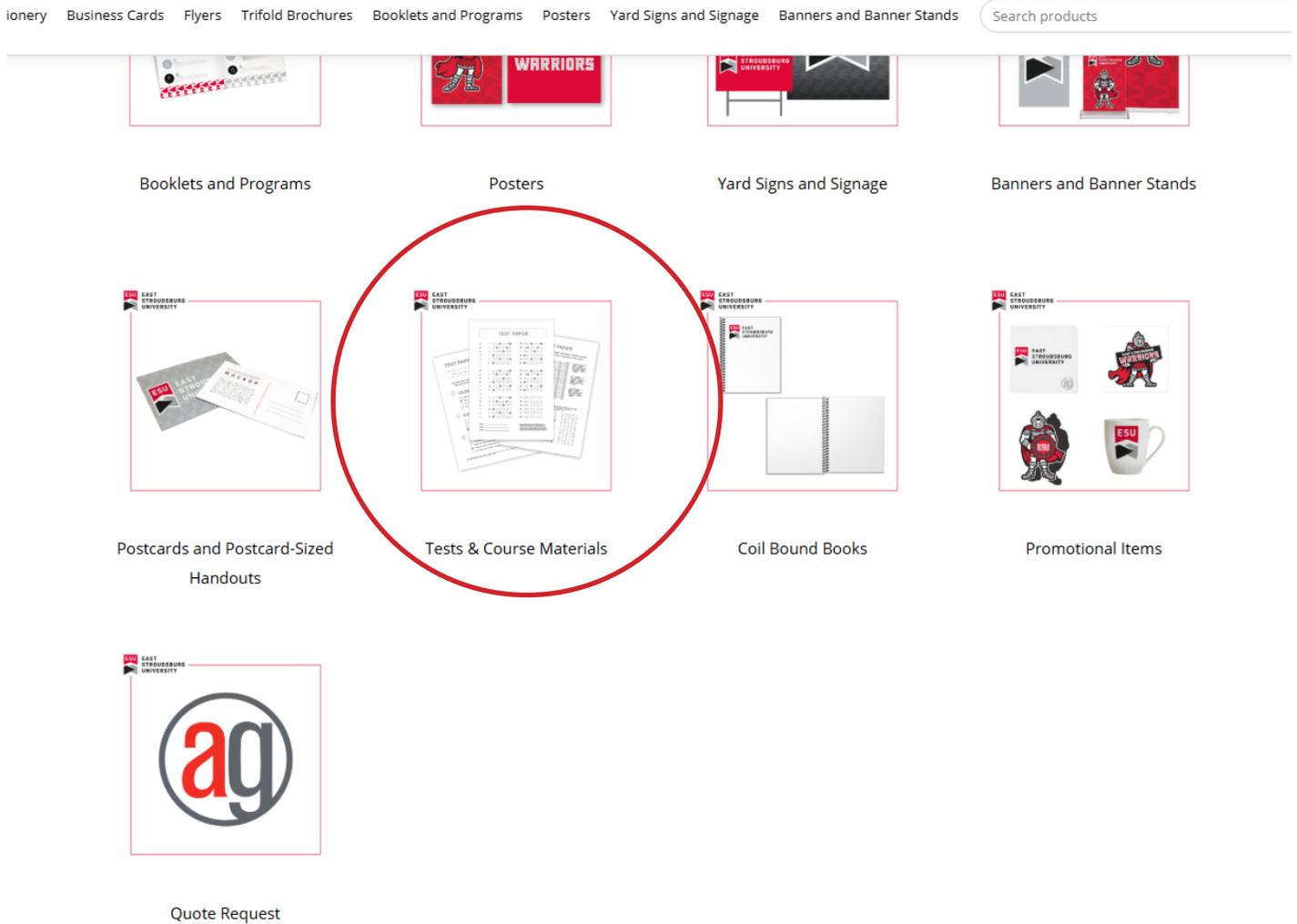
Proof Proof is approved *

Back

Add to Cart

Tests and Course Material

On our site we offer one Tests and Course Materials option. To get here, you have to click on “Tests and Course Materials” on the home page or in the “Tests and Course Materials” link on the header at the top of your page.



Once you click on “Tests and Course Materials” it will take you to the next page where you can enter on the customize page.

1 products



Tests & Course Materials

Ordering Tests and Course Material

Tests & Course Materials

Product Details

Document Builder

Finalize



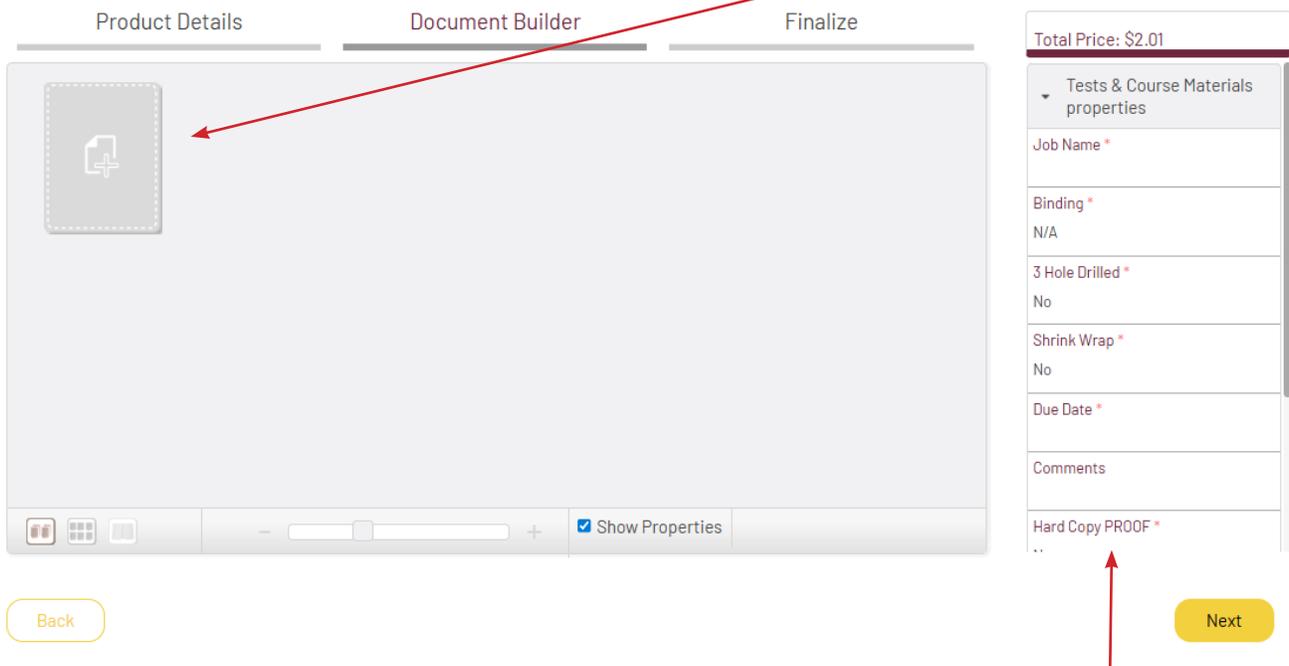
Page 1

It will have you start at the “Product Details” page, which you can press “Continue.”



It will then lead you to the “Customize” page, where you can click the page with the + to upload your postcard.

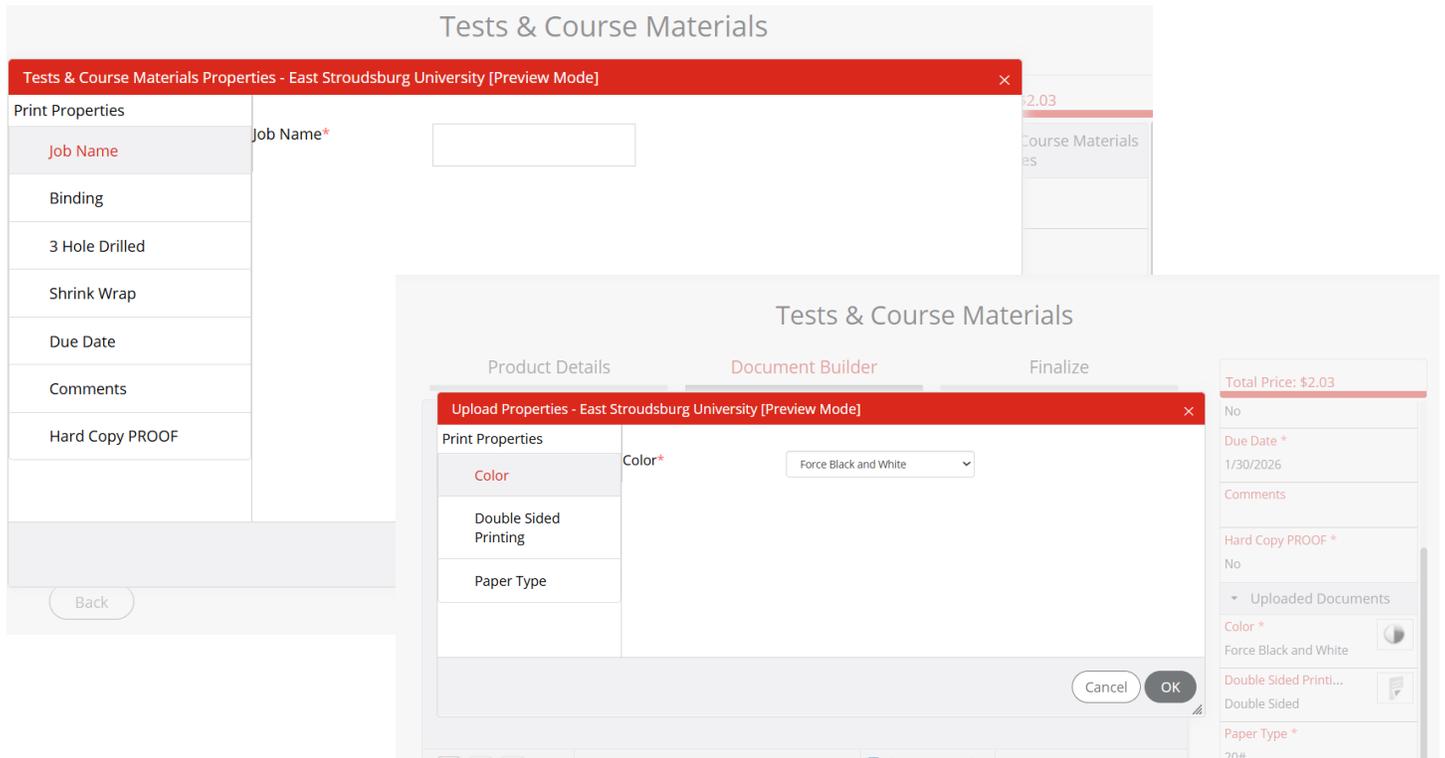
Tests & Course Materials



The screenshot shows the 'Customize' page for 'Tests & Course Materials'. At the top, there are three tabs: 'Product Details', 'Document Builder', and 'Finalize'. The main area is a large grey rectangle with a dashed border and a plus sign icon, indicating where to click to upload a postcard. A red arrow points from the text above to this icon. On the right side, there is a sidebar menu with a scroll bar. The sidebar contains the following items: 'Total Price: \$2.01', 'Tests & Course Materials properties', 'Job Name *', 'Binding *' (N/A), '3 Hole Drilled *' (No), 'Shrink Wrap *' (No), 'Due Date *', 'Comments', and 'Hard Copy PROOF *'. A red arrow points from the text below to the 'Hard Copy PROOF *' item. At the bottom left, there is a 'Back' button, and at the bottom right, there is a 'Next' button.

If you look at the right side of the screen on the customize page, you will see a sidebar menu that you can scroll through.

When you click on the sidebar, a popup will appear with the form you will need to fill out. This includes the job name, binding, if you want it 3-hole punched, shrink wrapping, due dates, comments, and proofs. It will also ask if you want your tests printed in Black and White or Color, if the test is double sided, and the paper type.



After clicking “Next” it will lead you to the “Finalize” page. Where you can adjust the quantity and approve your proof. To add to your cart you must approve your proof at the bottom of the screen.

Tests & Course Materials

Quantity: Items

Total Quantity: 1
Total Delivery Price: Will be calculated during checkout
Total Price: **\$2.03** USD

Recalculate

Proof Proof is approved *

Back

Add to Cart

Coil Bound Books

On our site we offer one coil bound book option. To get here, you have to click on “Coil Bound Books” on the home page.

ionery Business Cards Flyers Trifold Brochures Booklets and Programs Posters Yard Signs and Signage Banners and Banner Stands



Booklets and Programs



Posters



Yard Signs and Signage



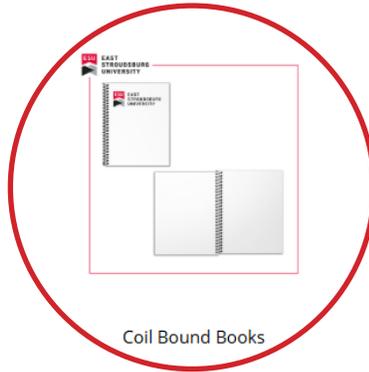
Banners and Banner Stands



Postcards and Postcard-Sized Handouts



Tests & Course Materials



Coil Bound Books



Promotional Items



Once you click on “Coil Bound Books” it will take you to the next page where you can enter on the customize page.

Coil Bound Books

1 products



Coil Bound Books - 8.5 x 11

Ordering Coil Bound Books

Coil Bound Books - 8.5 x 11

Product Details

Document Builder

Finalize



Page 1

It will have you start at the “Product Details” page, which you can press “Continue.”

Continue

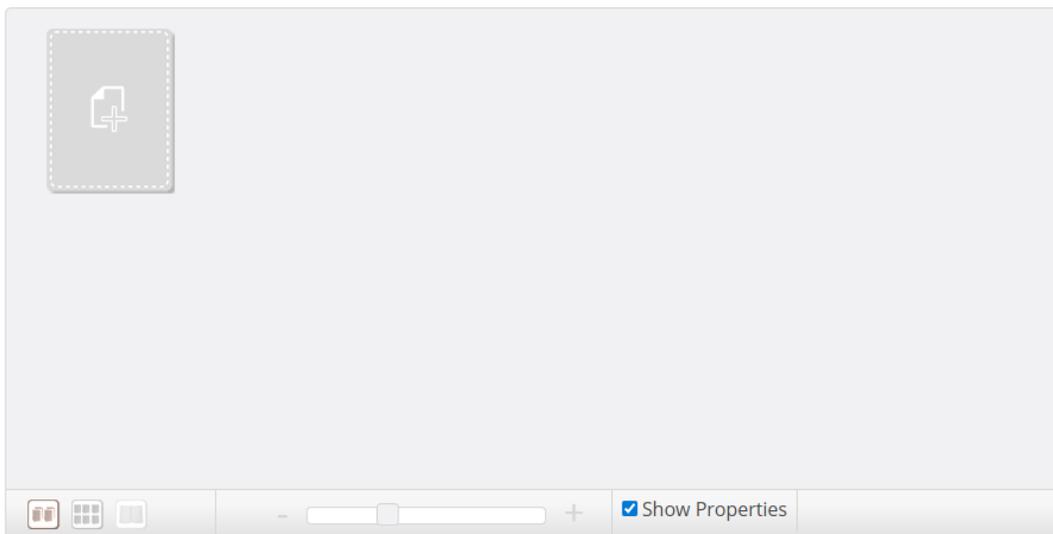
It will then lead you to the “Customize” page, where you can click the page with the + to upload your postcard.

Coil Bound Books - 8.5 x 11

Product Details

Document Builder

Finalize



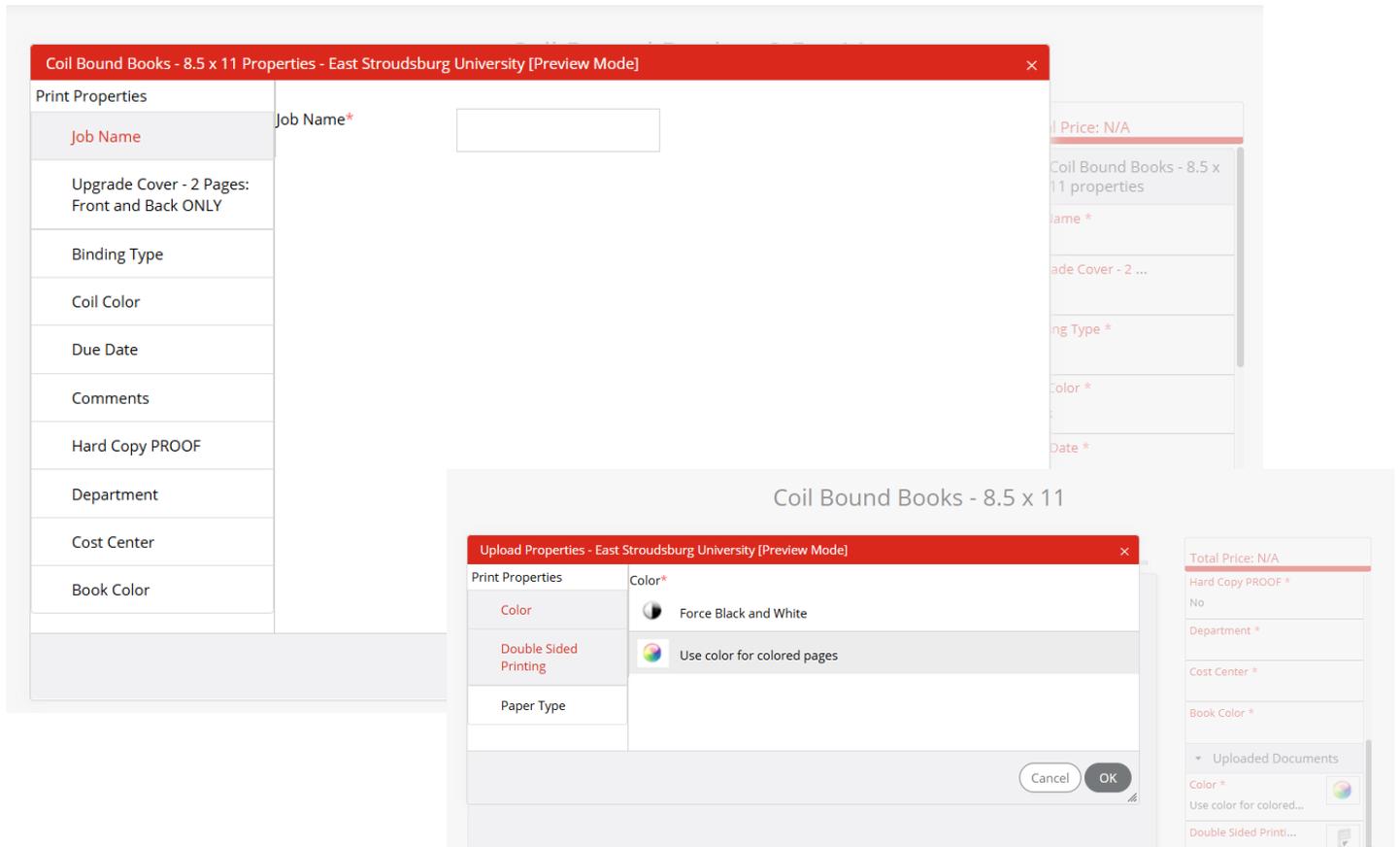
Total Price: \$4.36
Coil Bound Books - 8.5 x 11 properties
Job Name *
Upgrade Cover - 2 ... N/A
Binding Type * Coil
Coil Color * Black
Due Date *
Comments
Hard Copy PROOF *

Back

Next

If you look at the right side of the screen on the customize page, you will see a sidebar menu that you can scroll through.

When you click on the sidebar, a popup will appear with the form you will need to fill out. This includes the job name, if you want to upgrade the cover, binding type, coil color, due dates, comments, proofs, department, cost center, and book color. It will also ask if you want your coil book printed in Black and White or Color, if the pages are single or double sided, and the paper type.



After clicking “Next” it will lead you to the “Finalize” page. Where you can adjust the quantity and approve your proof. To add to your cart you must approve your proof at the bottom of the screen.

Coil Bound Books - 8.5 x 11

Quantity: Items

Total Quantity: 1
Total Delivery Price: Will be calculated during checkout
Total Price: \$7.54 USD

Proof is approved *

Promotional Items

To get to our Promo Page, you have to click on “Promotional Items” on the home page.



Postcards and Postcard-Sized Handouts



Tests & Course Materials



Coil Bound Books



Promotional Items

Promotional Items

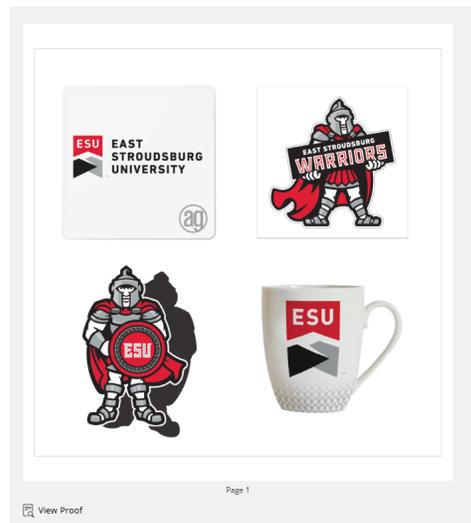
Once you click on “Promotional Items.” From here, you will see a button for “Promo Place.” This link will take you to our site where you can order any sort of promotional items you need.

1 products



Promotional Items
Order Promotional Products

Promo Place



Promotional Items

Order Promotional Products

Want to order some custom promotional products? Visit our Promo site for a wide array of options and products that we can customize just for you!

Promo Place

\$0.00 USD

Quantity 1 Items

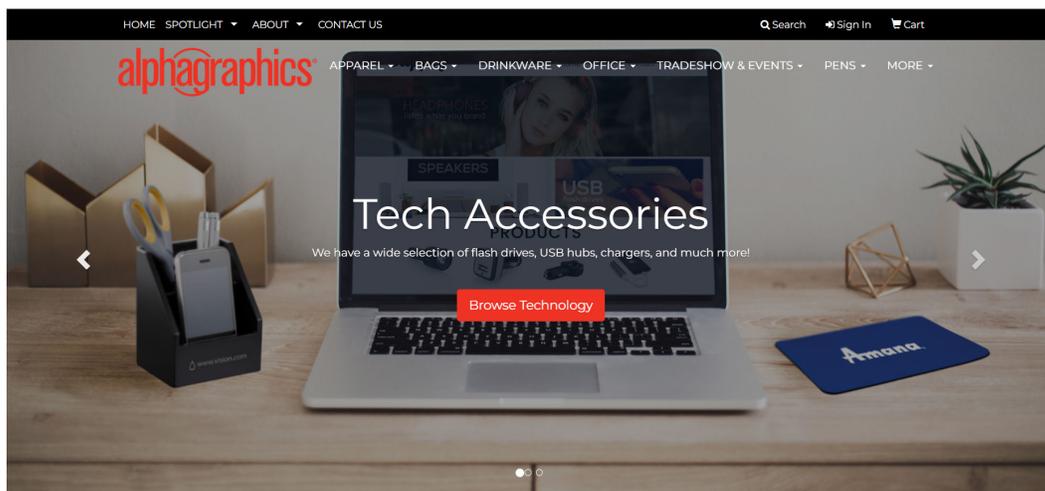
Department *

Cost Center *

Summary

Product total (1 Item)	\$0.00
Shipping calculated at checkout	
Total price (USD)	\$0.00

Add to cart



Quote Request

If you have an idea of something you would like, but do not see it on our ESU Ordering Site, you can easily find the “Quote Request” on the bottom of the home page. Here, you can request any product and we will work with you to fulfill your needs.



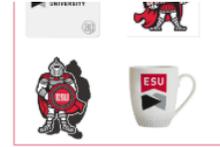
Postcards and Postcard-Sized Handouts



Tests & Course Materials



Coil Bound Books



Promotional Items



Quote Request

1 products



Request for Custom Quote
Customized design services

Request a Quote

By clicking on “Request a Quote” it will re-direct you to our main site.

The screenshot shows the AlphaGraphics website interface. At the top, there is a navigation bar with links for Signs, Print Services, Marketing, Technology, Resources, and Solutions. Below the navigation bar is a large red banner with the text "Request a Quote" and "Get A Quote On Your Next Project".

Below the banner, there is a section titled "Thank you for your interest in working with AlphaGraphics Lehigh Valley!". This section contains a form for requesting a quote. The form is divided into two main sections: "Personal Information" and "Project Information".

Personal Information:

- First Name *
- Last Name *
- Email *
- Confirm Email *
- Company
- Phone 1112223333 *
- Zip *
- How did you find out about us? *

Project Information:

- Project Details *

Below the Project Information section, there is a text box for uploading files: "Click here to add files for upload. You may continuously drag and drop files from any folder into this box." Below this text box is a button labeled "Add Additional File(s)".

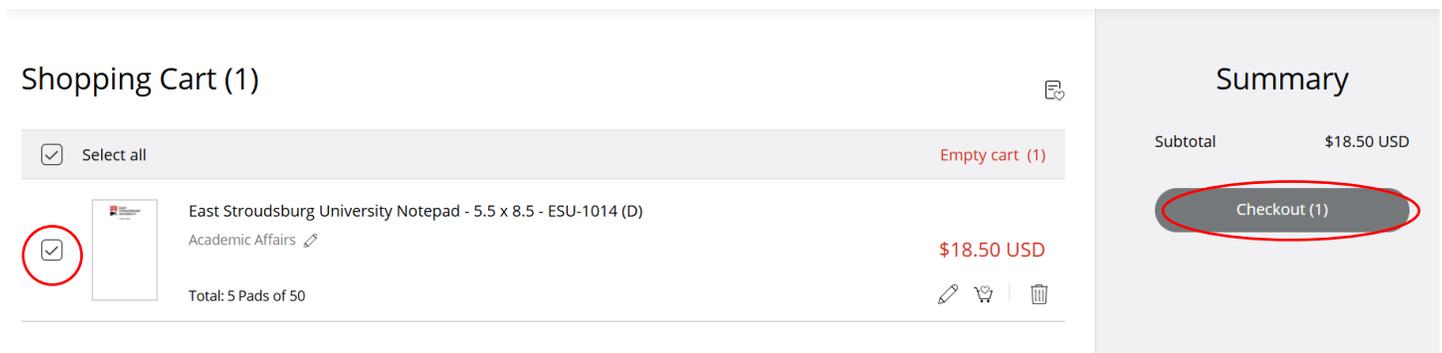
At the bottom of the form, there is a checkbox for "I'm not a robot" and a CAPTCHA image. Below the CAPTCHA, there is a note: "(Note: You're sending your files to us for information only. We won't start work until you've approved a quote.)". At the very bottom, there is a red button labeled "Request a Quote".

Checking Out

To check out, you first want to click the shopping cart in the upper right hand of the screen.



From here, it will lead you to the “shopping cart” where you can select what items in your cart you would like to purchase or not. Any item with a checkmark will be added to checkout. When you press the trashcan on the right hand side underneath your item, it will delete it from your cart. With the pencil, you can edit the item. With the shopping cart with a heart inside, it will add it to your wishlist. When you finished click “Checkout.”



After clicking “checkout” it will lead you to the “Address Details Payment and Submission” page. Here, you can select your shipping and billing address. When done, click “Next.”

Checkout - Order Summary

Address Details Payment & Submission

Billing Address
[Set billing address](#)

Shipping
Select Shipping Address
 Use billing Address
 Select from My Shipping Addresses [Set shipping address](#)

Order items	Name	No. of Units	Service
	East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D) - Academic Affairs	5 Pads of 50	ESU Delivery

< Back

Next >

If you're ordering for the first time, on the address and order details it will have you put in your billing and your address information. It do this click on "Set Billing Address" under "Billing Address."

Address Details Payment & Submission

Billing Address

[Set billing address](#)

Shipping

Select Shipping Address

Use billing Address

Select from My Shipping Addresses [Set shipping address](#)

Order items

Name	No. of Units	service
East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D) - Academic Affairs	5 Pads of 50	ESU Delivery

Here you can fill in all of the required information including you name, building name, room number, city, country, state, zipcode, and phone number. After entering all of the required fields click "Submit."

Billing Address - East Stroudsburg University [Preview Mode] ×

Display Name:

Person Name:*

Company:

Address Line 1:*

Address Line 2:

City:*

Country:*

Zip/Postal Code:*

Address Reference:

Phone:*

Email:

Fax:

* Indicates a required field

Checkout - Order Summary

Address Details Payment & Submission

Billing Address
[Set billing address](#)

Shipping
Select Shipping Address
 Use billing Address
 Select from My Shipping Addresses [Set shipping address](#)

Order Items

Name	No. of Units	Service
East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D) - Academic Affairs	5 Pads of 50	ESU Delivery

< Back Next >

When you finish filling out your billing and shipping address, you can choose whether you would like to have your items delivered or if you will be picking them up from our Print Center. Once you choose, click “Next” on the bottom of the screen.

After making sure everything in your cart is correct and that you’ve added a Cost Center Code if needed, you can press “Checkout” on the bottom of the screen. It will go through to the Print Center. If you have any questions, comments, or concerns about your order please do not hesitate to reach out of us!

Address Details > Payment & Submission

Ordered Items

	Name	Units	Price
	East Stroudsburg University Notepad - 5.5 x 8.5 - ESU-1014 (D) Academic Affairs	Total: 5 Pads of 50	\$18.50 USD

Tax:	\$0.00 USD
Total:	\$18.50 USD

Order Comment

Payment Method: Cost Center

Cost Center:

< Back

Cost Center Numbers MUST Be ten (10) digits!
You *cannot* checkout without a Cost Center number!

Checkout

Turn-around Times

Stationery

Production Time: 72 hours

Business Cards

Production Time: 24-48 hours

Flyers

Production Time: 24-48 hours

Trifold Brochures

Production Time: 24-48 hours

Booklets and Programs

Production Time: 24-48 hours

Posters

Production Time: 24-48 hours

Yard Signs and Signage

Production Time: 48-72 hours

Banners and Banner Stands

Vinyl Banners

Production Time: 3-4 Days

Banner Stands

Production Time: 3-5 Days

Postcards and Postcard-sized Handouts

Production Time: 24-72 hours

Tests and Course Materials

Production Time: 24-48 hours

Coil Bound Books

Production Time: 24-48 hours

