



ESRL Guidelines for Desktop Services

Publications: Brochures (2, 3, or 4 fold), Flyers, Mini Posters (11 x 14), Programs

Formats accepted: MS Word, Publisher, Adobe PDF

Making request: Email completed request form and document files to printing@esrl.org

Paper sizes: 8 ½ x 11, 8 ½ x 14, 11 x 14

Paper prints: Single or double sided; black & white or color

Paper Requirements:

ESRL will supply standard white copy paper free of charge. If you would like specialty paper, please send it to ESRL (attention: Dean Haemel) via the tote system at the time of your request.

Folds available:

- 2 and 3 fold documents can be machine folded by ESRL staff
- 4 fold documents should be folded by the requester

Timeline:

Please allow 10 business days for completion after acknowledgement of request. Rush orders may be accommodated on a case by case basis.