### A-frames/Bases (outdoor signs)

<table>
<thead>
<tr>
<th>Single Sided</th>
<th>Double Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50 (32”x 24”)</td>
<td>$75 (32”x 24”)</td>
</tr>
</tbody>
</table>

- single sided (includes max. two-week frame rental)
- double sided (includes max. two-week frame rental)

### Rentals

- $10/week per standard metal a-frame
- $12/week per plastic black base

### Easels (indoor signs)

- $32 (24”x 32”)
- does not include an easel stand, those can be rented from Building Services at x5334

### Banners

- $15/square foot
- banners come in 2, 3, and 4 foot widths, and lengths ranging from 4 to 12 feet.

### Smaller Signs

- $8 (12”x 16”)
- $16 (16”x24”)

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### Vinyl Lettering

- $4/square foot
- available in 25+ colors

### Frosted Vinyl

- $5/square foot
- provides an etched appearance on glass

### Decal Prints (aka Edge Prints)

- $10/square foot
- Spot Colors (vector artwork required)
- $20/square foot
- CMYK process printing (i.e. images)

### Additional Fees

- **Labor or Installation**
  - $35/hour per installer
- **Balloon Fee**
  - $50 flat fee
- **Rush Fee***
  - 30% of total price for signs needed within 6-10 business days
  - 50% of total price for signs needed within 3-5 business days
  - 70% of total price for signs needed in less than 3 business days

*RUSH orders are not guaranteed. If you need to place an order less than 10 business days ahead, please contact the Sign Shop with all necessary forms and files and we will tell you if it can be done in the allotted time.

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To place an order, please visit the Facilities Work Request link on myNortheastern. Full instructions can be found on our website. If you have any questions, please call us at 617-373-2725. Thank you!

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Effective 5/1/19