



Direct **ESSENTIALS** Order Form

Send orders to:
 5350 Corporate Grove Blvd SE
 Grand Rapids, MI 49512
 Toll Free: 888.534.5983
 Tel: 616.656.4310

Fax orders to:
 616.656.4300



Bill To:

Ship To:

Purchase Order No.:

Customer Account No.:

Date:

Terms: Net 30 Days with approved credit.
 All major credit cards accepted.

Sign Type Number	Insert or Paper Color	Copy Style	Copy Color	All Caps (Y/N)	Copy Placement (L/C/R)	Mount Option	End Cap Style	End Cap Color	Copy	Qty.	Unit Price	Ext. Price
DEW4X10VA B5D	258	HMC	150	N	L	D	5L	101	Janet Butterworth, Customer Service	1	EXAMPLE	
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												

Ordered by:

Phone No.:

Fax No.:

Email:

IMPORTANT: Minimum order is \$25.00 NET. Refer to Unicorn 2/90 Price Guide for Terms of Sale.

UNICOR2/90[®]



Direct
ESSENTIALS

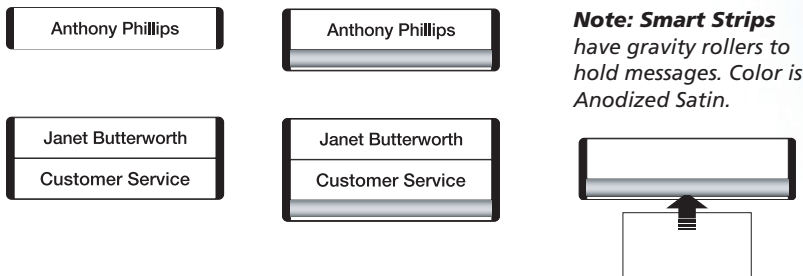
Direct Essentials is a quick-ship collection of fundamental signs. They address the basic identification requirements of workplace environments. Simply provide information specific to your needs and Unicolor 2/90 will ship your order in less than three weeks.



Direct ESSENTIALS is produced with quality materials and workmanship to last for many years to come. Name and window signs can be quickly modified in the field to accommodate endless change. Color choices complement furniture finishes for visual consistency.

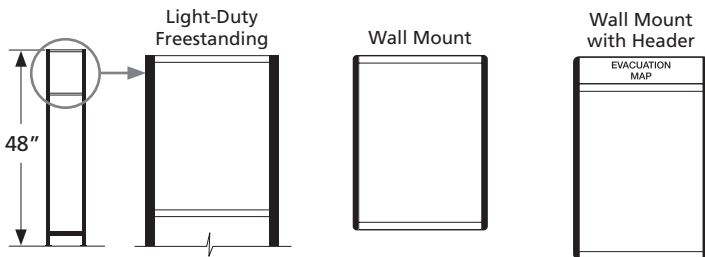
Unicor 2/90 offers a full range of interior and exterior signage as well as design, wayfinding and installation services. **Contact Customer Service at 888.534.5983 for other sign configurations and design options.**

Workstation/Office ID: 2" x 10", 3" x 10", 4" x 10", 5" x 10"



For replacement insert only order W2X10INS.
 For sign with **vinyl copy** add "V" to end of item number.
 For sign with **laser print copy** (black only) add "P" to end of item number.
 For sign with **no copy** add "B" to end of item number.
 Window carriers are Black.

Front-Loading Magnetic Window Signs



Freestanding base color is Black. Viewing area is 11" x 8.5".

ADA Compliant – Stair/Restroom: 8" x 6" Sign and end caps available only in 202 Light Neutral with 204 Black lettering



Life-Safety: 8" x 6", 10" x 10" Symbols available only in 236 Cardinal Red



Conference Room: 4" x 10", 5" x 10"



Slider reads "Available/In Use" in Black HMC on White background.

To order a sign, simply select:

- Sign type
- Insert or paper color
- Copy style and color
- Mounting option
- End cap color



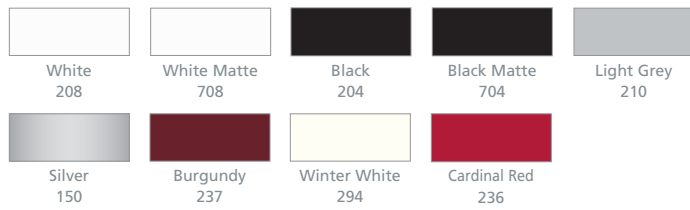
Note: All signs are Thin Series (one-sided), except for Light-Duty Freestanding Window Sign.

Insert Colors



Ordering information for sign shown:
 Sign type – W4X10 (4"x10")
 Insert color – 237 (Burgundy)
 Copy style – HMC (Helvetica Medium)
 Copy color – 150 (Silver)
 Mounting option – E (Pin)
 Endcap style – SL (Slimline)
 Endcap color – 101 (Anodized Satin)

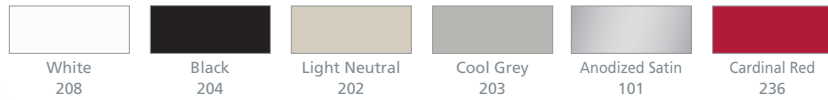
Vinyl Copy Colors



Paper Colors



End Cap Colors (Anodized Satin is available for Slimline endcaps only.)



Contact Customer Service at 888.534.5983 for color samples if needed.

Type Style Options

Copy character height is 5/8" (0.625"). Capacity on a 2"x10" insert is 10-15 alpha-numeric characters. **ADA compliant fonts.

Helvetica Regular – (HRC)**

AaBbCcDd
012345678

Arial Regular – (ARL)**

AaBbCcDd
012345678

Helvetica Medium – (HMC)**

AaBbCcDd
012345678

Times New Roman – (TNR)

AaBbCcDd
012345678

2/90 Express Program

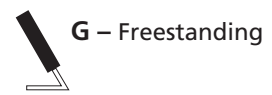
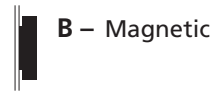
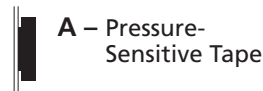
Ordering replacement inserts is fast and economical with 2/90 Express Coupons. Coupon books are available in quantities of 10 (#CP10), 25 (#CP25), and 100 (#CP100) coupons. One coupon is valid for any vinyl or laser-print insert up to 24 square inches. Inserts ship within 48 hours upon receipt of coupon redemption.

Paper Insert Option



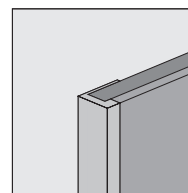
Die-cut perforated paper is available in three color options (#WIP2X10 – 1 sheet of four inserts) to accommodate Workstation/Office ID signs. Also available in perforated and non-perforated reams.

Mounting Options



O – Flexible Panel Mount (not pictured) fits under the panel top cap. Black only.

End Cap Style



Slimline – (SL)

Contact Customer Service at 888-534-5983 for information about other sign configurations and design options (regular lead-times apply).