



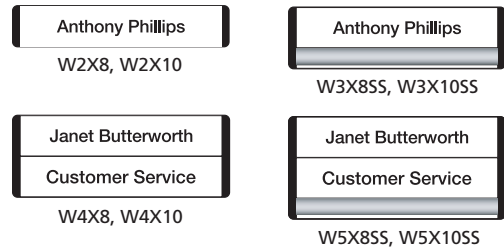
Work Place
ESSENTIALS

Workplace Essentials is a quick-ship collection of fundamental signs. They address the basic identification requirements of any workplace environment. Simply provide information specific to your needs and 2/90 will ship your order ***in just five business days, or it's free!***

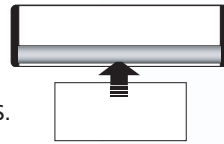
Work Place ESSENTIALS is produced with quality materials and workmanship to last for many years to come. Name and window signs can be quickly modified in the field to accommodate endless change. Color choices complement furniture finishes for visual consistency.

2/90 offers a full range of interior and exterior signage as well as design, wayfinding and installation services. Our product quality, lead-times and service are unsurpassed in the industry.

**Workstation/Office ID: 2" x 8", 3" x 8", 4" x 8", 5" x 8"
2" x 10", 3" x 10", 4" x 10", 5" x 10"**

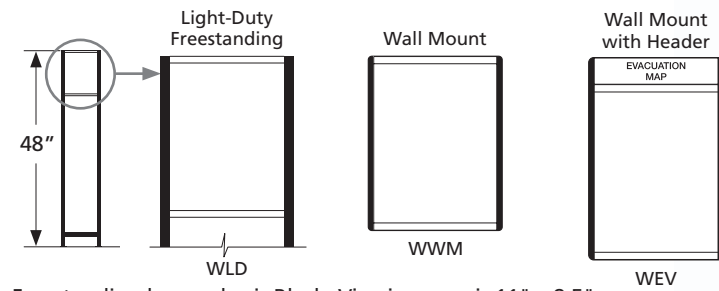


Note: Smart Strips have gravity rollers to hold messages. To remove messages, lift paper up then slide left or right. Color is Anodized Satin.



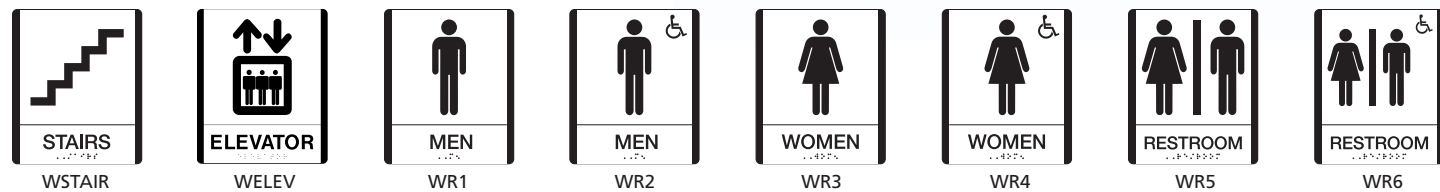
For replacement insert only order W2X8INS or W2X10INS.
For sign with vinyl copy add "V" to end of item number.
For sign with laser print copy (black only) add "P" to end of item number.
For sign with no copy add "B" to end of item number.
Smart Strips cannot be used with Bull Nose endcaps.
Window carriers are Black.

Front-Loading Magnetic Window Signs



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

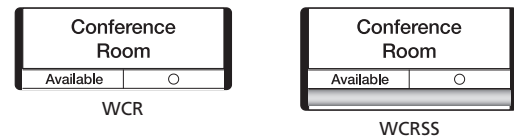
ADA Compliant – Stair/Elevator/Restroom: 8" x 6"



Life-Safety: 8" x 6", 10" x 10"

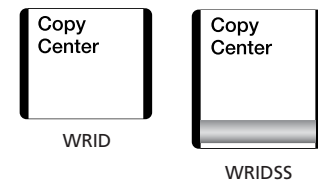


Conference Room: 4" x 10", 5" x 10"



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

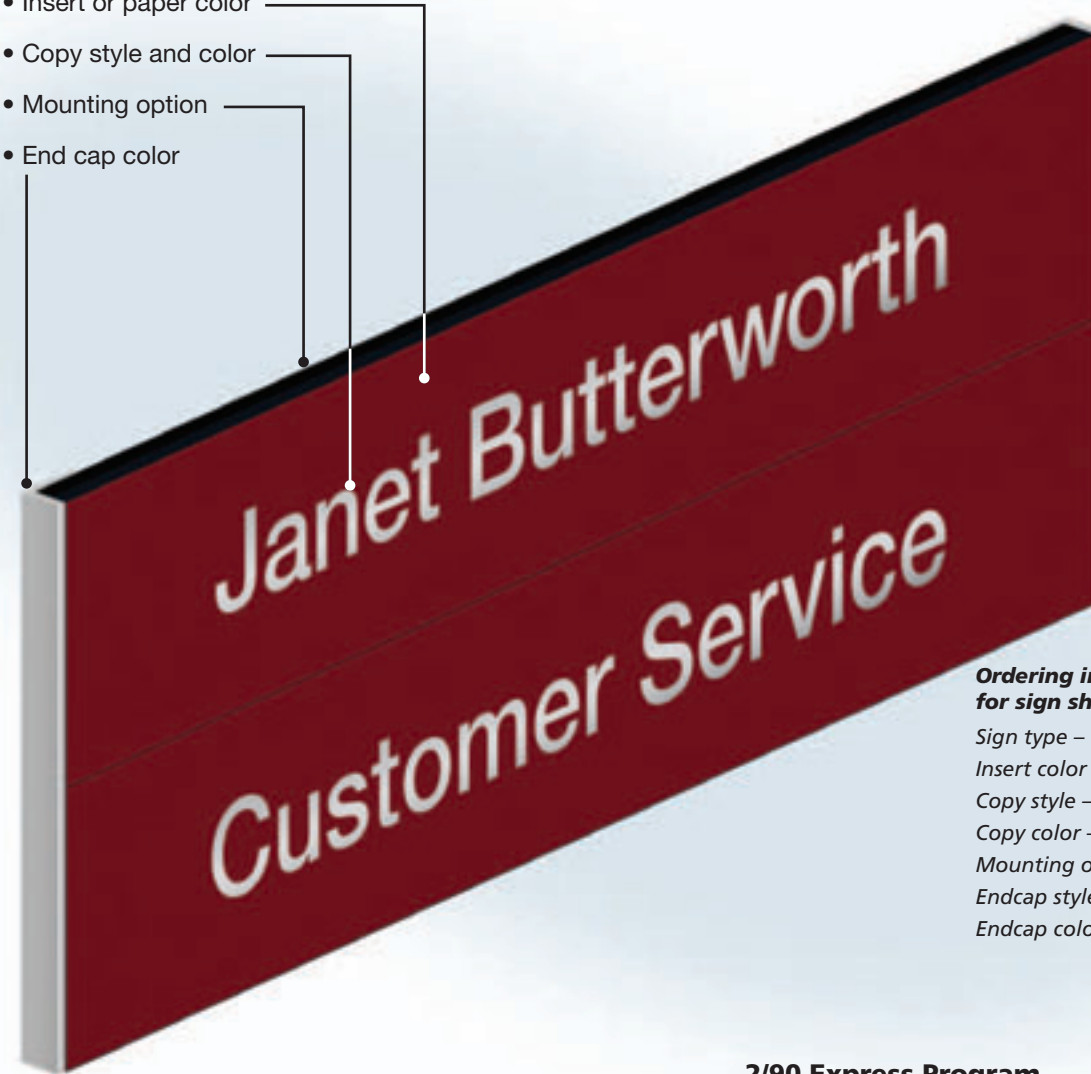
Room ID: 6" x 6", 7" x 6"



Note: All signs are Thin Series (one-sided), except for Light-Duty Freestanding Window Sign.
*Manufacturing lead time is five business days upon 2/90's receipt of a complete and accurate order. Credit reimbursement limit is \$1000 per order.

To order a sign, simply select:

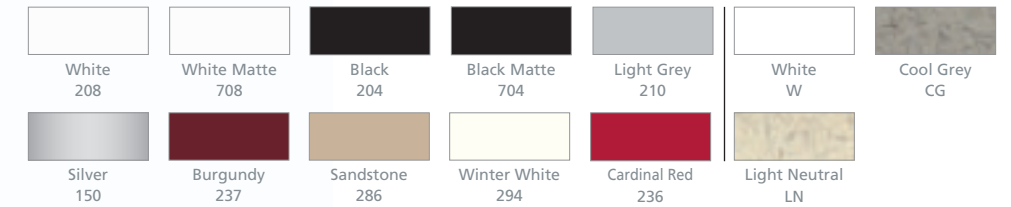
- Sign type
- Insert or paper color
- Copy style and color
- Mounting option
- End cap color



Insert Colors



Vinyl Copy Colors



Paper Colors



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



Contact Customer Service at 800.777.4310 for color samples if needed.

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)

Type Style Options

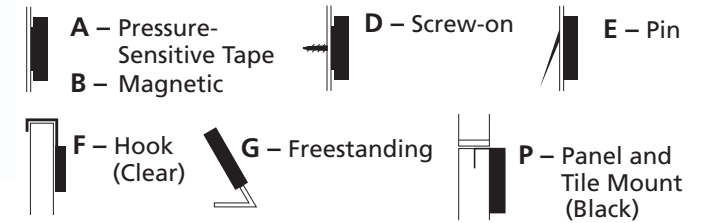
Copy character height is 5/8" (0.625"). Capacity on a 2"x10" insert is 10-15 alpha-numeric characters. **ADA compliant fonts.

Helvetica Regular – (HRC)** Helvetica Medium – (HMC)**
AaBbCcDd AaBbCcDd
012345678 012345678

Arial Regular – (ARL)** Times New Roman – (TNR)
AaBbCcDd AaBbCcDd
012345678 012345678

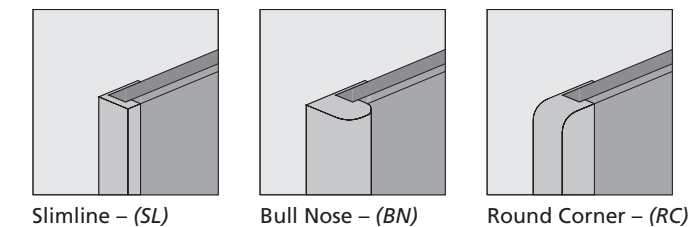
Gil Sans – (GSC)**
AaBbCcDd
012345678

Mounting Options



O – Flexible Panel Mount (not pictured) fits under the panel top cap. Specify black or white fabric.
F – Specify panel manufacturer, model and measurement needed for top of hook (minimum 3/4", maximum 2-1/2").
P – Specify panel manufacturer, model and measurement needed for top of hook (minimum 3/8", maximum 15/16").

End Cap Styles



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.

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.

Contact Customer Service at 800-777-4310 for information about other sign options and colors (regular lead-times apply).



Work Place ESSENTIALS Order Form
 Send orders to: 5350 Corporate Grove Blvd SE
 Grand Rapids, MI 49512
 Toll Free: 800.777.4310
 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
1. W4370	256B	H/MC	150	N	L	D	5L	101	Janet Butterworth, Customer Service	1	EXAMPLES	
2. W64	256B	H/MC	150	Y	-NA-	A	6L	101	-NA-	4		
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 2/90 Price Guide for Terms of Sale.