

Getting Started

How We Partner

Acrylic desk signs and office signs manufactured from your designs by our craftspeople – that's what we do! And because we respect your designs and want to carry your creative ideas to completion, we offer a wide range of aesthetic options, colors, shapes and professional sign-making expertise. Don't just purchase a sign...enlist the help of a real sign partner, working together with you to create truly artistic productions.

File Specifications

Remember, high-quality pdf files ensure the best results. Create your designs using vector art, which yields the sharpest detail for fine lettering and generates smaller files. Combine vector art with outline fonts for excellent imagery.

Call us for a registration number to incorporate into all of your file names. We have tens of thousands of files, so this will help us to identify yours.

Color Comments

When colors are viewed through clear acrylic, they often appear more vibrant, and more eye-catching, than when printed on paper. Colors are always influenced by the printing technology and media. Therefore, our printed panels will not match any Pantone swatch book. However, for the best approximation, use a Pantone swatch book printed on coated stock as a guide.

Please carefully examine our free sample swatch panel, which is reverse printed on acrylic, for further guidance.

File Submission & Contact

Zip your files into a folder, to ensure that they are not corrupted through email.

Email art files to:
art@scottmachinecorp.com

Please direct any general correspondence to:
customercare@scottmachinecorp.com

Call us weekdays, 8:30-5:00, ET:
607-865-6511



Image Size

Set the image size to your final sign dimensions, plus a standard 1/8" bleed on all edges. This 3"x6" sign has a 3.25"x6.25" image size.

Trimmed Size

We trim all signs with a default 1/4" radius corner and print edge to edge.

Rectangular Shape, Flat Sign



Optional Features

Unique Creations



Everyone prints flat panels. Let's do more! Our craftspeople can provide a variety of interesting shapes for your custom acrylic signs – or even bend them to nicely accommodate your workspace. And there's no extra charge!

Custom Profile

Grab your audience's attention with an engaging profile! We can go beyond the ordinary rectangle and trim your acrylic sign to any custom shape by contouring your outline with a 1/8" diameter tool for a smooth, matte edge. And if you need holes for screws, simply include them in your drawing.

White Ink

Our signs default to a white ink background, presuming they are being placed on a wall or desk where a transparent panel isn't suitable.

If you have special translucent applications such as stained glass or a window effect, talk with us about your ideas and we'll offer suggestions.

Custom Bending

Don't get bent out of shape – let us bend your designs into position, whether you need a slant stand for desk nameplates or even need to bend over the top of a cubicle. We can help you avoid stands, clips, frames or other hardware that detracts from your design. Desk stands are bent to 60°; over-partition signs can have one or two bends.

Custom Profile, Bent Sign

Image Size

This 2.5"x8" sign with a bend has a 4.25"x8.25" image size.

Custom Profile

For custom holes or profiles, create a layer called "cut" and set a 1pt stroke to 100% Cyan.

White Ink

For special effects with white, create a layer called "white" and set it with a spot color called "RawWhite."

Bend Region

A bend requires about 3/8" of material. On signs needing to be bent, create a layer called "bend" and set a 1pt stroke to 100% Magenta to outline the bend region.



Specs & Prices

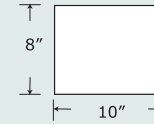
Scott Sign Partner works with you to meet your specifications for a variety of sign shapes and sizes, appropriate for a wide range of office messaging. You get a bright and colorful printed acrylic sign that's professionally made to enhance your space and tell your story. You'll like the way we partner with you on affordable pricing, too!

All Different Sign Shapes – One Simple Price

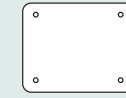
In this example, an 8" x 10" flat acrylic panel is used to make a rectangular sign...and can be bent, rounded, profiled, whatever you need to fit your situation. No matter the shape, angle, holes or lettering, your easy-to-understand price is based simply on the height and width of the flat panel (same as the "image size"). Round-up fractional inches to the next full inch, e.g., an image size of 8 3/4" x 12 1/4" is priced at 9" x 13".

Discounts are available for orders over \$1,000. And when your sign system requires updates – a single sign for one new person – we'll gladly manufacture one.

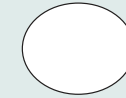
Now that's fair and square – or rectangular, or oblong, bent, or profiled, you name it!



round corners



mounting holes



ovals



profiles



deskplates



stands



over partitions

Price Chart

width	height																
	inches	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	\$ 5	\$ 7	\$ 9	\$ 10	\$ 11	\$ 12	\$ 13	\$ 14	\$ 15	\$ 16	\$ 17	\$ 17	\$ 18	\$ 19	\$ 19	\$ 20	
2	\$ 7	\$ 10	\$ 12	\$ 14	\$ 16	\$ 17	\$ 19	\$ 20	\$ 21	\$ 22	\$ 23	\$ 24	\$ 25	\$ 26	\$ 27	\$ 28	
3	\$ 9	\$ 12	\$ 15	\$ 17	\$ 19	\$ 21	\$ 23	\$ 24	\$ 26	\$ 27	\$ 29	\$ 30	\$ 31	\$ 32	\$ 34	\$ 35	
4	\$ 10	\$ 14	\$ 17	\$ 20	\$ 22	\$ 24	\$ 26	\$ 28	\$ 30	\$ 32	\$ 33	\$ 35	\$ 36	\$ 37	\$ 39	\$ 40	
5	\$ 11	\$ 16	\$ 19	\$ 22	\$ 25	\$ 27	\$ 30	\$ 32	\$ 34	\$ 35	\$ 37	\$ 39	\$ 40	\$ 42	\$ 43	\$ 45	
6	\$ 12	\$ 17	\$ 21	\$ 24	\$ 27	\$ 30	\$ 32	\$ 35	\$ 37	\$ 39	\$ 41	\$ 42	\$ 44	\$ 46	\$ 47	\$ 49	
7	\$ 13	\$ 19	\$ 23	\$ 26	\$ 30	\$ 32	\$ 35	\$ 37	\$ 40	\$ 42	\$ 44	\$ 46	\$ 48	\$ 49	\$ 51	\$ 53	
8	\$ 14	\$ 20	\$ 24	\$ 28	\$ 32	\$ 35	\$ 37	\$ 40	\$ 42	\$ 45	\$ 47	\$ 49	\$ 51	\$ 53	\$ 55	\$ 57	
9	\$ 15	\$ 21	\$ 26	\$ 30	\$ 34	\$ 37	\$ 40	\$ 42	\$ 45	\$ 47	\$ 50	\$ 52	\$ 54	\$ 56	\$ 58	\$ 60	
10	\$ 16	\$ 22	\$ 27	\$ 32	\$ 35	\$ 39	\$ 42	\$ 45	\$ 47	\$ 50	\$ 52	\$ 55	\$ 57	\$ 59	\$ 61	\$ 63	
11	\$ 17	\$ 23	\$ 29	\$ 33	\$ 37	\$ 41	\$ 44	\$ 47	\$ 50	\$ 52	\$ 55	\$ 57	\$ 60	\$ 62	\$ 64	\$ 66	

