

Sign Shop Price List

A-frames/Bases (outdoor signs)	\$50 (32"x 24") \$75 (32"x 24")	single sided (includes max. two-week frame rental) double sided (includes max. two-week frame rental)
Rentals	\$10/week \$12/week	per standard metal a-frame 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")	} +\$2/sign for a plastic stand +\$1/sign for a wooden stick
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 \$20/square foot	Spot Colors (vector artwork required) CMYK process printing (i.e. images)

— Additional Fees —

Labor or Installation	\$35/hour per installer	this rate applies to all installations, changes to existing signs, and the rare need to charge an artwork fee.
Balloon Fee	\$50 flat fee	added to your total if you attach balloons to our signs.
Rush Fee*	30% of total price 50% of total price 70% of total price	for signs needed within 6-10 business days for signs needed within 3-5 business days 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.

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!