CUSTOM PRODUCTS
GUIDE
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INTRODUCTION

GovDocs Does Custom Company Policy Postings, Too!

In addition to the required federal, state, county and city labor law postings displayed in each of your locations, we at GovDocs know many companies like yours also have specific internal policies to communicate to employees. We can help you with these, as well! GovDocs offers an array of custom products to meet your specific employee communication needs ... and you can focus on more important things.

A Few Examples

Whatever the subject, we can produce your custom policy posting. Popular custom pieces include (but aren’t limited to):

- Codes of conduct / ethics
- Open-door policies
- Discrimination and harassment policies
- Workplace safety guidelines
- Team member hotlines and important phone numbers
- Complaint procedures

How It Works

- We take your content – an existing file, general concept, etc. – and work with you to develop the piece
- Where applicable, we implement the standard GovDocs poster format to create a consistent look and feel across all your employee postings
- Next, we leverage existing processes to produce and ship custom products to your locations
- And, if you need to inventory your item(s), we offer that option, too

Ready to get started? Contact your GovDocs Customer Success Manager or Customer Service at customerservice@govdocs.com or 866-922-0930 for details.
1-PANEL FORMAT

Details
Dimensions: 8.5" x 11"
Choice of: Color or Black & White
Approximate Word Count: 500

Layout Options

Vertical

Horizontal

Example:
Internal Policy Posting
Color or Black and White
Word Count: 499
1-2 PANEL FORMAT

Details

**Dimensions:** 11" x 17"

**Choice of:** Color or Black & White

**Approximate Word Count:** 1,000

Layout Options

- **Vertical**
- **2-Panel Vertical**
- **2-Panel Horizontal**

Example:

**2-Panel Internal Policy Poster**

Color or Black and White

Word Count: 1,290
3-PANEL FORMAT

Details

Dimensions: 28" x 14"
Choice of: Color or Black & White
Approximate Word Count: 1,500

Layout Options

3-Panel Vertical

Example:

3- Panel Internal Policy Poster
Color or Black and White
Word Count: 1,400
3-5 PANEL FORMAT

Details

Dimensions: 17" x 24"
Choice of: Color or Black & White
Approximate Word Count: 2,200

Layout Options

3-Panel Vertical
5-Panel Vertical
5-Panel Horizontal

Example:

5- Panel Internal Policy Poster
Color or Black and White
Word Count: 2,000
5-8 PANEL FORMAT

Details

Dimensions: 22" x 28"
Choice of: Color or Black & White
Approximate Word Count: 3,800

Layout Options

6-Panel Vertical
6-Panel Horizontal
8-Panel Vertical

Example:

7- Panel Custom
Federal Contractor Poster
Color or Black and White
Word Count: 2,000
7-10 PANEL FORMAT

Details

**Dimensions:** 22" x 36"

**Choice of:** Color or Black & White

**Approximate Word Count:** 5,000

Layout Options

7-Panel Vertical

9-Panel Vertical

Example:

**9- Panel Custom Federal Contractor Poster**

Color or Black and White

Word Count: 4,400
10-15 PANEL FORMAT

Details

Dimensions: 25" x 40"
Choice of: Color or Black & White
Approximate Word Count: 6,700

Layout Options

12-Panel Vertical

15-Panel Vertical

Example:

12- Panel Internal Policy Poster
Color or Black and White
Word Count: 6,000
CUSTOM PRODUCT SPECS AND GUIDELINES

Shell

All custom products will be created with a GovDocs “shell” design, which includes the following required components (see sample below):

- GovDocs internal item number (for inventory purposes)
- GovDocs internal revision date (month and year)
- “Printed by GovDocs” logo

You have a choice of two shell colors:

- **GovDocs Poster Red**: C:0%, M:100%, Y:100%, K:0%
- **Grayscale**: 61% black

Example:

![Example Shell Design](image)

Please note: Custom posters do not include QR codes for government agency- or client-supplied content.

Additional Options

As part of the Custom Product process, you also can choose from a number of additional options, including:

- Lamination
- GovDocs Inventory Storage
Acceptable File Formats

When you’re ready to submit your content, GovDocs accepts the following source document formats:

- Word
- PowerPoint
- Publisher*
- InDesign*
- QuarkXPress*
- Adobe Illustrator
- PDF

PDF Guidelines

If you submit a PDF:

- Files must be “native” – generated from an electronic source – such as a Word document
- PDFs of scanned text images will require additional processing (and charges), which may include:
  - Converting the image to text using optical character recognition (OCR) software
  - Re-entering copy if text is unreadable by the OCR
- GovDocs reserves the right to refuse a file or document if deemed unusable

* Client must provide supporting images and fonts for these formats
CUSTOM PRODUCT SPECS AND GUIDELINES

Images and Logos
GovDocs accepts the following formats for images and logos:

- EPS (preferred)
- PNG (high-resolution)
- JPG (high-resolution)
- TIF (high-resolution)

Content Updates
If the content on your custom product should change (e.g., company policy update, format redesign, etc.), contact us to initiate the revision process. Design fees may apply.
ADDITIONAL CUSTOM FORMATS

Don't see what you’re looking for? We'll work with you to turn your ideas into reality.

Additional options may include:

- Custom poster size
- Custom substrate (e.g., window cling material)
- Custom packaging (e.g., colored shipping tubes)
- Customized selection of government agency-issued content

**Example:**

**3-Panel Internal Policy Poster with Pockets**

- Vinyl pouches hold postings, which can be replaced, as needed
- Special packaging
- Color
- Dimensions: 28” x 14”
CONTACT US

For more information, or to get started with the GovDocs Custom Products process, contact your GovDocs Customer Success Manager or Customer Service at 866-922-0930.

Connect with GovDocs

Twitter  Facebook  LinkedIn  Blog

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