



Large Format Printing Request Form



Please fill in all fields as applicable. Coordinate printing schedule with Departmental liaison.

Reminders

Poster Requested By:

Email Address:

Phone Number:

Date:

Faculty Advisor:

Filename:

Please SAVE your PDF file using the format: *username_event_date.pdf*
For example: *khuard_catssymposium_020211.pdf*

Have you:

- ☐ Printed a smaller-sized test copy?
- ☐ Proof-read and spell-checked it?
- ☐ Saved final version as a **PDF**?
- ☐ Gotten your Advisor's approval?
- ☐ Filled out this Form?
- ☐ Given Form & **PDF** File to liaison?

Paper Type: Science Center only stocks 36" Universal Instant-Dry Photo Semi-Gloss paper rolls.

Poster Dimensions & Printing Costs: (round UP to nearest foot)

Cost: \$6.50/linear foot

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(36"x 36") 3' x 3' \$19.50	(36"x 48") 3' x 4' \$26.00	(36"x 56") 3' x 4.6' \$30.55 (power point max)	(36"x 60") 3' x 5' \$32.50	(36"x 72") 3' x 6' \$39.00

Specify SIZE if other:

(round UP to nearest foot)

Specify COST if other:

(linear ft. * \$6.50)

Full-colored background?: ☐ Yes ☐ No

If Yes, DOUBLE COST:

(2x number above)

The cost for printing this poster will be charged to:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Astronomy | <input type="checkbox"/> Biology | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Computer Science |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Exercise & Sports | <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Geosciences |
| <input type="checkbox"/> Marine Sciences | <input type="checkbox"/> Math & Statistics | <input type="checkbox"/> Physics | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Dean's Office | <input type="checkbox"/> Collaborations | <input type="checkbox"/> External Grant | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Other --- Specify: <input type="text"/> | | | |

Fund/Org#

Account#

Activity/Location Code

Date Printed:

Time Printed:

No. of Copies:

Printed Successfully?: ☐ Yes ☐ No

Final COST:

If No, describe issues:

Liaison's Signature: