Collaborations Poster Printing Request Form

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

Poster Requested By: 
Email Address: 
Phone Number: 
Date: 
Faculty Advisor: 
Filename: 

Reminders
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?

Please SAVE your PDF file using the format: username_event_date.pdf
For example: kward_catssymposium_020211.pdf

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: $7.00/linear foot

3’ x 4’ $28.00

Instructions:
Complete and submit this form with your PDF poster file to the appropriate Poster Printing Liaison to have your poster printed for your Collaborations Poster Session. Completed forms and poster files must be submitted by the published deadline to ensure printing in time for Collaborations.

The cost for printing this poster will be charged to:
☐ Collaborations

Fund/Org#  Account#  Activity/Location Code
3803  70908  COLLAB

Date Printed: 
Time Printed: 
No. of Copies: 
Printed Successfully?: ☐ Yes ☐ No
Final COST: $ 
If No, describe issues:
Liaison’s Signature: