



# 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:**

**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: kuard\_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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(36"x 36") <b>3' x 3'</b> <b>\$21.00</b>	(36"x 48") <b>3' x 4'</b> <b>\$28.00</b>	(36"x 56") <b>3' x 4.6'</b> <b>\$31.50</b> <small>(power point max)</small>	(36"x 60") <b>3' x 5'</b> <b>\$35.00</b>	(36"x 72") <b>3' x 6'</b> <b>\$42.00</b>

**Specify SIZE if other:**  (round UP to nearest foot) → **Specify COST if other:**  \$ (linear ft. \* \$7.00)

**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: _____			
<b>Fund/Org#</b>	<b>Account#</b>	<b>Activity/Location Code</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Date Printed:**  **Time Printed:**  **No. of Copies:**

**Printed Successfully?:**  Yes  No **Final COST:**  \$

**If No, describe issues:**

**Liaison's Signature:**