

# Large Format Printing Request Form

Please fill in all fields as applicable. Give completed form, test print (optional) and poster file to your departmental liaison. Coordinate printing schedule with liaison in advance.

The cost for printing this poster will be charged to:

**Department:**  Astronomy  Engineering  Physics  
 Biology  Exercise & Sport Studies  Math  
 Chemistry  Environmental Science  Psychology  
 Computer Science  Geology  Other...

**Fund/Org:**

**Account Number:**

**Filename:**

**File Type:**  PDF  PowerPoint  Other... (see guidelines)

**Date:** \_\_\_\_\_ **Date Needed By:** \_\_\_\_\_

**Poster Requested By:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Test Print:**  Yes  No

**Reason for Poster:**  Professional Meeting, Conference, Symposium  
 Collaborations Day  
 Five College Event  
 Class Project  
 Miscellaneous  
 Other...

**Poster Dimensions:**  3' x 3'  3' x 4'  3' x 5'  3' x 6'  Other... (round UP to nearest foot)

**Specify Size if Other:**  (round UP to nearest foot)

**Paper Type:**  Heavy Coated Paper (\$5.00/linear foot)  Photo Gloss (\$8.00/linear foot)

**Cost:**

**Faculty Advisor:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_

**Liaison's Signature:** \_\_\_\_\_

**Date Printed:** \_\_\_\_\_

**Time Printed:** \_\_\_\_\_