

# Poster Request Form

**Need a poster printed?** *Here's a summary of what you will need to know:* Bring your file on a USB flashdrive to your designated staff support person, you will then receive a 17"x22" proof (included in the cost) within 24 hours for your review. When you approve this proof, please allow 24 hours for the final poster print. (e.g. if you need a poster printed by Friday at 10am, you should drop off your file on Wednesday at 10am).

**DO NOT EMAIL YOUR FILE!** At the bottom of this page, complete the fields, print the form, and bring it with you when you drop off your file.

Some additional notes:

- Printing for Chemistry Department Only.
- Please allow 24 hours for proof after submittal of file.
- Files for posters must be in **PDF** or **PowerPoint** format.
- Do **NOT** use a MAC to save your poster. It is incompatible with our poster printers.
- A standard poster size for poster presentations are 36" x 48".
- The maximum allowable dimensions for a poster are 40 inches by 1,200 inches.
- The cost will be calculated based on the dimensions you request below.
- Electronic files to be printed on the poster printer must be submitted by hand delivery on a USB flashdrive that includes the poster file(s). The poster file must be dropped off with a printout of this form. **DO NOT EMAIL YOUR POSTER FILE.** You will be contacted within 24 hours for proof pickup. Files will not be altered. Please ensure that formatting is correct prior to issuing this request.
- PAYMENT MUST BE MADE VIA CHEMISTRY ACCOUNT NUMBER ONLY! CASH/CHECKS WILL NOT BE ACCEPTED.

Date:

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Name:

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Telephone:

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Email:

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Research Group:

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Account #:

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Purpose:

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Quantity

Height

Width

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Price

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x

x 0.02 =

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Total:

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