



Poster Printing Form

Today's Date: \_\_\_\_\_

Date Needed: \_\_\_\_\_ (4 business days of lead time is **REQUIRED**)

Instructions:

1. Finalize all revisions of your poster.
2. Print out a smaller version of the entire poster, if possible, to verify there is no spacing or proofing concerns.
3. Save your poster file to a CD.
4. Fill out this form completely.
5. Complete a yellow requisition form, Payee: GIS Department 1-1550-62520.
6. Place the CD, this form, and the requisition form in an envelope, and drop off the envelope at Goldstein 206 (GIS Lab). (GIS Program Coordinator is Stewart Bruce, in the event of urgent problems or concerns you may contact him at sbruce2 or x7177)

When your poster is ready for pick-up during normal business hours, you will receive an e-mail notification.

Any Special Concerns or instructions:

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Poster author contact information:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone/Extension: \_\_\_\_\_

Department to be charged (please include the object code): \_\_\_\_\_

Posters are \$2.50 a square foot; therefore a 3' x 4' poster costs \$30.