

POSTER PRINT REQUEST

(We can print on 36" and 42" semi-glossy or cloth paper)

Date Submitted: _____

Poster Needed: _____

Date Printed: _____

_____ Cloth	_____ Paper	Size: _____ x 36 or _____ x 42 or _____ x _____
_____ Tube \$5	_____ Emergency Print \$25	_____ Mailing fee (\$5)

To submit a request, deliver this form to Ross 2298 or send by e-mail to fsi.admin@unco.edu a minimum of 48 hours (M-F) prior to the date your poster is needed. You will be notified upon the receipt of your request and once again when your poster has printed and can be picked up. *Read special note at bottom of this form.*

Name: _____

Phone: _____
office cell

Email Address _____ Department/Campus Box: _____

UNC Department payment info: By signing this form, I understand I am committing funds from University

FOAPAL number _____ for each poster I have printed based on

FSI's determination of the scale below. (Be sure you have the correct signature below.)

Printed name of FOAPAL authority _____

Signature of FOAPAL authority _____

Personal payment info (Write checks to UNC Frontiers of Science Institute) Check # _____ Cash _____ CC _____

FSI USE ONLY (Example pricing: 36x48 paper w/40% color = \$48 or 42x56 cloth w/40% color = \$72.80)

Pricing	36" paper	42" paper	36" cloth	42" cloth
Black & White	◇ \$.85	◇ \$.95	◇ \$1.05	◇ \$1.15
Up to 49% color	◇ \$1.00	◇ \$1.10	◇ \$1.20	◇ \$1.30
50-79% color	◇ \$1.15	◇ \$1.25	◇ \$1.35	◇ \$1.45
80-100% color	◇ \$1.40	◇ \$1.50	◇ \$1.60	◇ \$1.70

Poster charges: _____ x \$ _____ = \$ _____ x _____ = \$ _____ + _____ + _____ = \$ _____
size pricing sub-total # sub-total tube(s) add'l fee total owed

Poster charges: _____ x \$ _____ = \$ _____ x _____ = \$ _____ + _____ + _____ = \$ _____
size pricing sub-total # sub-total tube(s) add'l fee total owed

Total owed: \$ _____

Note: The FSI staff will **NOT** address formatting/editing issues; we are strictly a printing service NOT a design service. All posters will be printed as submitted, so **be sure your poster is formatted to the size you requested above**. If for any reason a reprint is requested, the cost will be the responsibility of the customer. An emergency print fee of \$25/poster may be assessed to those not adhering to the **48-hour weekday submission** protocol. For credit card payments, call the office to provide payment information. The UNC Foundation is the payment processor.