POSTER PRINT REQUEST
(We can print on 36” and 42” semi-glossy or cloth paper)

<table>
<thead>
<tr>
<th>Cloth</th>
<th>Paper</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tube $5  Emergency Print $25  Mailing fee ($10)

To submit a request, e-mail this form to fsi.admin@unco.edu a minimum of two business days (before 4:00 pm) before 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 of Poster Author: ___________________________________   Student: ___ Faculty: ___ Staff: ___

Submitted By: ___________________________   Phone: ___________________________

Email Address: ___________________________   Department/Campus Box: ___________________________

UNC Department payment info: By signing this form, I understand I am committing funds from University FOAP __________ - __________ - 72155 - __________ 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 FOAP authority ___________________________   Signature of FOAP authority ___________________________

Personal payment info (Write checks to UNC FSI. For credit card payments, there is a $5 surcharge per $100.)

Check _____ Cash _____ CC _____

<table>
<thead>
<tr>
<th>Pricing</th>
<th>36” paper</th>
<th>42” paper</th>
<th>36” cloth</th>
<th>42” cloth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White</td>
<td>$ .95</td>
<td>$ 1.05</td>
<td>$1.15</td>
<td>$1.25</td>
</tr>
<tr>
<td>Color</td>
<td>$1.55</td>
<td>$1.65</td>
<td>$1.75</td>
<td>$1.85</td>
</tr>
</tbody>
</table>

Poster charges: ______ x $_______ = $_______ x ______ = $_______ + $_______ + $_______ = $_______

Size       Pricing   Sub-total   #       Sub-total   Tube(s)   Add’l fee   Total

Discount: ___________________________ - $__________.

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 2-business day submission protocol. For credit card payments, payment will be scheduled.

Updated 10/2021