

POSTER PRINT REQUEST

Date Submitted: _____
 Poster Needed: _____
 Date Printed: _____

Size: _____ x 36 or _____ x 42 or _____ x _____

Cloth	Paper		
_____	_____	_____	_____
Tube \$5	Emergency Print \$25	_____	Mailing fee (\$5)

To submit a request, deliver this form in person to the MAST Office (Ross 1210) or send by e-mail or fax; e-mail your poster to the above address. You will be notified when your poster has printed and can be picked up.

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.

 Printed name of signature authority

 Account authority signature

Personal payment info (Write checks to the UNC Foundation) Check # _____ Cash _____ CC _____

Please call 970.351.2976 with your credit card information; payment will be processed immediately.

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 _____ = \$ _____ + _____ + _____ = \$ _____
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Total owed: \$ _____

Note: The FSI/MAST 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 info. The UNC Foundation is the payment processor.