

Date In: \_\_\_\_\_ Date Required: \_\_\_\_\_

Cost Center: \_\_\_\_\_ Signature for account: \_\_\_\_\_

Requested by: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

**Details of Poster Order #1**

Title/Description: \_\_\_\_\_ Quantity: \_\_\_\_\_

Size (W x H)	Paper Type	Mounting Options	How are you sending the artwork files?
22" x 28"	Semi-Gloss	Foamcore	Email attachment
24" x 36"	Canvas	Gatorboard	Box.com link
36" x 48"			CD/DVD/USB drive
Other _____			

**Details of Poster Order #2**

Title/Description: \_\_\_\_\_ Quantity: \_\_\_\_\_

Size (W x H)	Paper Type	Mounting Options	How are you sending the artwork files?
22"x28"	Semi-Gloss	Foamcore	Email attachment
24"x36"	Canvas	Gatorboard	Box.com link
36"x48"			CD/DVD/USB drive
Other _____			

**Details of Poster Order #3**

Title/Description: \_\_\_\_\_ Quantity: \_\_\_\_\_

Size (W x H)	Paper Type	Mounting Options	How are you sending the artwork files?
22"x28"	Semi-Gloss	Foamcore	Email attachment
24"x36"	Canvas	Gatorboard	Box.com link
36"x48"			CD/DVD/USB drive
Other _____			

**Delivery Information (required)**

Recipient Name \_\_\_\_\_

Phone \_\_\_\_\_

Building/Location \_\_\_\_\_

**PRINT SERVICES USE**

TOTAL CHARGES	JOB NUMBER