

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	Coroplast	Box.com link
36" x 48"	Vinyl Banner		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	Coroplast	Box.com link
36"x48"	Vinyl Banner		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	Coroplast	Box.com link
36"x48"	Vinyl Banner		CD/DVD/USB drive
Other _____			

Campus Mail Delivery Information

Recipient Name _____

Phone _____

Building/Location _____

PRINT SERVICES USE

TOTAL CHARGES