WIDE FORMAT POSTER Request Form

915 Greene Street | Columbia, SC 29208 | Phone: 803-777-4785

**Poster printing services for Arnold School faculty and students   
who are presenting at research/practice conferences**.

**NAME AND EMAIL of person that you got the People Soft Numbers from:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Information:**

|  |  |  |
| --- | --- | --- |
| **Today’s Date** | **Date Required** | **Requestor’s Name** |
|  |  |  |
| **Phone #** | **email** | **Poster Dimensions** |
|  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Oper Unit | Dept | Fund | Account | Class | PC Bus Unit | Project | Activity | An Type | **To be filed out by Graphics Depart**  **AMOUNT** |
|  |  |  | **52070** |  |  |  |  |  |  |

To Schedule:

Call Caroline at 777-4785 to schedule date and time for poster printing. Allow 48 hours for your poster to be printed. Any request submitted after 3 pm will be treated as being submitted the next day.

Cost/Paper:

Matte, $7.25 square foot

Production:

Bring poster on a FLASH DRIVE to Caroline Meyer in room Room 433 in Discovery I.

At that time, you will need to supply this form with the PeopleSoft information for billing.

Poster Page Setup:

One side of the image can be no larger than 42”. Posters should be created at 100%.

No posters will be printed after 3 pm.

We operate on a first come, first serve basis. Only one poster can be printed at a time.

Colors and graphics may appear differently in the printed copy than they do on your computer screen.

Please note that you will be responsible for proofing the poster before printing. If a poster has errors and has to be redone, there will be an additional charge.

Other POSTER PRINTING RESOURCES available on the USC campus

**PRINT SHOP, 1600 Hampton Street**

If you have any questions call USC Printing Services at 777-5146 or go to http://www.printing.sc.edu/

A wide-format printer gives Printing Services the ability to produce oversize posters, waterproof banners, presentations and displays up to 52 inches wide. A variety of mounting and laminating options are available.