Project Name______________________________________________________________

Requestor_________________________________________

_____Phone________________________

Department or Unit________________________________________________________

Deadline__________________________

Event or information relating to deadline

_____________________________________________________________________________

_____________________________________________________________________________

Nature of Work (check all that apply):

Text creation
Text editing
Layout (brochures, etc.)
Photographic services
Print coordination
Reprint with edits

Website design and creation
Website expansion/ modification
Setup or Event personnel support

Printed Material Only

Approx. document length (pgs.)______________________________

Document dimensions ________________________________

Source of funding (FRS Account) __________________________

Authorized signature for FRS______________________________

Departmental/Unit Liaison for project________________________

Work completed on:__________________________ [date]

Routing:

Department Head:____________________________

Associate Dean: _____________________________
Engineering Self-Serve Poster Printing

The Engineering Communication Group is now offering self-serve poster printing capabilities for the School of Engineering faculty and staff. The poster printing workstation is located in Castleman room 220. Bring your file on CD or USB drive. Easy to follow instructions will be available. The workstation is available Monday-Friday from 8am to 4pm. It is unavailable on weekends and holidays. Adobe Acrobat PDF or PowerPoint PPT files are preferred. If you do not have the capability of creating PDF files there are several other file formats we accept (JPG, TIFF, PSD, EPS). You will need to provide a FRS number for printing. We do not except any other form of payment.

Pricing

Please format your original poster to one of the sizes below to avoid reformatting fees.*

<table>
<thead>
<tr>
<th>Standard Size Posters:</th>
<th>Select</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>20” x 30”</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>24” x 36”</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>24” x 48”</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>36” x 48”</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>42” x 60”</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>42” x 72”</td>
<td>$100.00</td>
<td></td>
</tr>
</tbody>
</table>

Custom Size Posters: $5.00 per square foot _______ width X _______ height

*Additional design fee of $25 per hour if creating a new poster, or reformatting of original poster is required.

Hourly fee: $25 x _____ hour(s) if applicable. ________________

Full Service Poster Printing

If would like assistance with printing your poster, call Chris LaRosa (6-5464) or Orlando Echevarria (6-3698) to arrange for production. Please allow 48 hours for completion. You can fax this form to 6-5111. Adobe Acrobat PDF or PowerPoint PPT files are preferred. If you do not have the capability of creating PDF files there are several other file formats we accept (JPG, TIFF, PSD, EPS).

Order Form

Requesting Department:_________________________________________ Date:____________________

Contact:___________________________________________________Phone:_____________________________________

Poster Title:_______________________________________________________________________________________

FRS# for Printing:______________________________________________

Authorized Signature for FRS:___________________________________________

Total Cost: __________(2020)
Unit providing service: **Engineering Communications Group**

Job name: ____________________________________________________________

Date requested: _________________________ Estimated hours required: ____________

Requested by: _________________________ Estimated cost of parts & materials: ________

**Unit responsible for charge:** ____________________________  **FRS # to be charged:** ____________

**Department Head and/or Director Signature:** ______________________________________

Please attach a description of work and items requested, or use the back of this sheet.

<table>
<thead>
<tr>
<th>Date of work</th>
<th>Time spent on project (each square = ½ hour)</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff performing the job must initial each box</td>
<td></td>
</tr>
</tbody>
</table>

| Date completed: _________________________ | Charge for labor: _________________________ |
|                                           | (2130)                                    |
|                                           | Charge for materials: _____________________ |
|                                           | (2020)                                    |
|                                           | Total charge: ____________________________  |

Signature of supervisor of unit providing service: ______________________________________