

Poster Printing Workorder

- Academic Technology Center –

The ATC offers poster printing services to all WPI faculty, staff, and students. Each person will be contacted via email when their poster is ready to be picked up at the ATC front desk - (payment is due at that time – check made out to WPI, cash, or department account #).

We prefer submissions in Microsoft PowerPoint format. Posters can be printed on 24, 36, or 42 inch wide paper and are charged by the length in linear feet. Additional charges may apply to posters that use excessive color for backgrounds.

The turn around time for a poster is **2 full working days**, assuming files are free of error. All jobs are run on a first come, first served basis.

Poster submission checklist:

- No misspelled words, grammatical errors, or incorrectly positioned graphics
- Page size matches requested print size (Use "Page Setup" in PowerPoint)
- Poster is intended for academic purposes
- WPI logos and other images look good at full size
- You have the WPI account # to charge, if applicable

Please verify that all WPI logos and marks were used from official sources. Any unofficially downloaded marks will delay the printing process. By submitting this form, you verify that you either own or have obtained appropriate copyright permission to use this work.

If you have any questions, please contact atc@wpi.edu, x5220

The prices below are **per linear foot** - (for example, a 36" x 28" on glossy paper will cost **\$16.00**)

Poster Pricing	Width	Paper Type	Price/ft
	24"	Matte Paper	\$2.00/ft
	36"	Matte Paper	\$3.00/ft
	42"	Matte Paper	\$5.00/ft
	24"	Glossy Paper	\$4.00/ft
	36"	Glossy Paper	\$7.00/ft
	42"	Glossy Paper	\$10.00/ft

ATC Assistance by: _____

Name: **Please fill out**
 Email: **completely**

Phone:

Dates: Today's date... | Date needed

Materials Dropped Off: CD USB Drive

Name of File:

Created with: Mac Windows PC

Width: _____ inches x Height: _____ inches

Print on: Glossy paper Matte paper

Number of Copies: _____

Payment Method: Cash Check WPI (Below)
 _____ Account #

For office use: