

Keck Lab Poster Printing Request Form

Date of request: _____

Requestor: _____

Department: _____

Email address: _____

Phone: _____

Type of paper: _____ Plain or _____ Glossy

Poster dimensions: _____

Date poster needed: _____ (kindly allow 48 hours to print)

Index to charge: _____ (no 930 or 931 numbers)

Estimated cost: _____ (add \$5 for optional cardboard tube)

Plain paper, no color background and less than 50% poster with color ink.	Price: \$30.00
Plain paper, color background or more than 50% poster with color ink.	Price: \$45.00
Glossy paper, no color background and less than 50% poster with color ink.	Price: \$45.00
Glossy paper, color background or more than 50% poster with color ink.	Price: \$70.00

We do not print black backgrounds.

Additional Information/comments:

Send JV/invoice to Dept. Admin: _____

Print cost approved: _____ yes _____ no

Budget Approver: _____

OSP Grant Approver: _____

****Keck Lab Office Use****

Printing completed: _____	Final print cost: _____
Index charged/debited: _____	Account: _____
Index credited: _____	Account: _____
Date JV processed: _____	
Payment received: _____	<input type="checkbox"/> Notify pick-up

Contact Cheryl Leu (cleu@wm.edu)

Keck Lab: (757) 221-5074

Return this form and your poster file to Cheryl Leu (cleu@wm.edu).