

Poster Printing Request Form

Please make a backup copy of your file before submitting it. The Lathrop Tech Desk is not liable for data or media loss. Student Computing may revise the scope and requirements of this printing service as needed. Submission of this form does not guarantee use of the service.

Client Name (First and Last)	
SUNET username or email	
Phone number (cell # preferred)	
Sponsoring department or class	
PTA # and Dept. Approver name (if applicable)	

Poster Filename (+extension)		<input type="checkbox"/> Win <input type="checkbox"/> Mac (select one)
Requested Dimensions (inches)	Width: _____ x Height: _____	<input type="checkbox"/> (*extra fee for over 44")
<input type="checkbox"/> RUSH service requested (Ready in 4 hours when possible or next business day, (+\$25 additional fee)		

For Staff Use Only: Complete and Initial each step BEFORE client signs off.

___ Client Visually Inspected in PowerPoint	___ Image Quality OK at 100% in Photoshop
Total Printing Cost: \$ _____	Pick-Up Date: _____
___ PAID IN FULL prior to printing	___ Prepared for Qimage: <input type="checkbox"/> JPG <input type="checkbox"/> PNG
___ Check box if you had to resize image in Qimage <input type="checkbox"/>	

CUSTOMER: Please confirm that your document looks correct when opened in Photoshop on our computer. Posters will not be processed until this form is completed and payment is made. Pick-up date is up to THREE business days from time of payment if submitted after 12 noon. Rush job requests will only be accepted if they can be accommodated given our current workload.

By signing below, I verify that I understand and agree with the terms and conditions. I hereby authorize this job to be completed by a student technician at the Lathrop Tech Desk.

Client signature: _____ Date and Time: _____

Occasionally, we select actual poster works to be displayed for promotional and educational purposes. Please check the box if you wish to OPT OUT of potential selection for display.

Staff Use Only: DO NOT proceed to this step without client signature & payment. Initial steps as you complete them.

___ Spooled: <input type="checkbox"/> MB <input type="checkbox"/> GB	___ Print Start Time _____
___ Poster Trimmed	___ Poster Completed and Quality Checked
Staff Notes:	___ Called or Emailed Client for Pick-up

Poster picked up by: Name _____ Date and Time: _____

Client Comments: _____

*Poster Rates: \$50 base rate + \$25 per partial foot beyond 44" (rounded up to nearest foot).
 * You may request additional trimming at time of pick-up. We cannot trim posters longer than 60".

The Lathrop Tech Desk reserves the right to decline new jobs for any reason. Revised 2/18/2015