

DEPARTMENT OF BIOLOGY POSTER PRINTING REQUEST

Please provide a completed copy of this form (for each poster that you wish to print) and an electronic version of the poster in **PDF format** on a CD, DVD, or Flash/Thumb Drive. NOTE: We do not accept files via e-mail or on Zip disc. Deliver these items to Dan Aitkins' mailbox in 208 Mueller Lab.

Note that there is a 2 business day (48 hour) turn-around for all poster requests, so please plan accordingly.

A fee of \$9.74 per linear foot of printing will be imposed on all jobs (FY2006/07). Should any editing work be required (resizing, converting, etc.), a fee of \$0.54/min will be imposed in addition to the standard printing fees. All fees **MUST be charged to a University budget and fund.**

Name of requestor: _____ Office address: _____

E-mail address: _____ Telephone number: _____

File name to be printed: _____

Title (as listed on poster): _____

Purpose of poster (name of conference, meeting, etc.): _____

Budget/Fund to charge for printing (e.x. 428-15 12AB): _____

Signature

Today's Date

FOR OFFICE USE ONLY

Date/Time Received: _____ Date/Time Completed: _____

Charges: Materials: _____ x \$5.42 = \$ _____

 Labor: _____ x \$ 4.32 = \$ _____

 Editing: _____ min x \$0.54 = \$ _____

IDCC Document Number: _____ FY: 2006/2007