

DEPARTMENT OF PHYSIOLOGY & BIOPHYSICS
POSTER PRINTING REQUEST

Date/Time Poster is needed _____

Requestor's Name _____

Phone _____ E-mail _____

PI's Name _____

Department _____

Number of Posters Printed _____ @ _____

Number of Poster storage tubes _____ @ \$5.00 each

Total charges _____

SPEEDTYPE NUMBER TO BE CHARGED _____

Signature of Department Administrator Date

Phone Location Code

Posters are \$75 each. Please thoroughly ensure that the content of your poster is correct (reprints require an additional charge) and indicate the desired size for the poster to be printed. We have print papers that are either 36 inches or 42 inches in height that cannot be modified. There is no limit on the width of the poster.

Acceptable formats are a PowerPoint slide (Windows only) or a pdf. PowerPoint documents are preferred so that the submitted size can be checked. No Mac or Google docs can be accepted.

Poster storage tubes are \$5.00.

Contact: Michael Little (368-3400); email (mdl87@case.edu)

Printing Hours: Monday-Friday 8:30AM-4:00PM