

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. **The Department can accept cash or checks made payable to "Case Western Reserve University" for payment.** Unfortunately, we are not set up to accept credit or debit cards or other forms of electronic or wireless payment.

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. Mac, Google, Illustrator, Keynote, or any other application documents cannot be accepted.

Poster storage tubes are \$5.00.

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

Please contact Mike Little at least 1 day prior to submitting the poster for printing and advise him of the size of the poster to be printed