



## LAMINATION REQUEST

Please attach this form to the items to be laminated and place in the white wire basket located outside the lamination room in SAMSAs.

Drop off date: \_\_\_\_\_

Drop off time: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Organization/Department name: \_\_\_\_\_

**Items will be ready 24-hours from the date and time of drop off excluding weekends.**

### Lamination fees:

Will these posters be used as stake signs? (Please circle one)      YES              NO

For **chartered** student organizations, the first 30 posters per event (**stake signs only**) are laminated at NO charge.

### *Charge for departments/non-chartered organizations:*

- 11" x 17" posters – 2 for \$1.00
- 8 ½" x 11" posters – 3 for \$1.00
- All other items - \$3.00 each

Sponsored in part by:

