



### POSTER PRINTER REQUEST

- Please attach this form to the item to be made into a poster and place in the white wire basket near the copy room.
- Items will be ready 24-hours from the date and time of drop off excluding weekends.
- Poster Printer Fees:  

Student Organizations	\$3.00 each
Departments	\$4.00 each

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

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

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

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

Name of original: \_\_\_\_\_ Number of posters needed: \_\_\_\_\_

Name of original: \_\_\_\_\_ Number of posters needed: \_\_\_\_\_

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Name of original: \_\_\_\_\_ Number of posters needed: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Sponsored in part by:

