Poster Printing Guidelines

- Please allow 3 business days for your request to be completed.

- Please turn in completed request forms to the front desk staff during our office hours of M-F 8am-4:30pm, BPS 1121.

- Must drop off USB drive with poster design.

- Acceptable print languages include JPEG, TIFF, HP-GL/2, HP-RTL, CALS G4, HP PCL 3 GUI, URF

- Poster machine prints posters that are 36-in W x (up to) 50-in L.

- Poster will auto size to print with in the dimensions listed above.

- Currently we only have the ability to print with a matte finish.

- It is the requester’s responsibility to provide a poster tube, if you do not provide a tube; we will roll your poster and secure it with a rubber band.

- You will receive an email when your poster is ready to be picked up. It can be picked up at the front desk during our office hours of M-F 8am-4:30pm, BPS 1121.
Poster Printer Request Form
Department of Psychology

Requester Name: ________________________________
(Please print)

Date: ____/____/_____

Email Address: ________________________________

Affiliation w/ Department (check one):

☐ Faculty
☐ Staff
☐ PSYC Graduate Student
☐ PSYC-NACS Graduate Student
☐ Undergraduate RA for course credit
☐ Undergraduate/other: ___________________

☐ Other: ________________________________

Reason for Printing Request (ex. Presentation at APA conference):

________________________________________________________________________

Full name of file to print: ________________________________

Faculty/Staff Approving Request (Signature): ____________________________
Faculty/Staff Approving Request (Printed name): __________________________

For Office Use Only

Received by (Name): ___________________________ Date/Time Received: ___________________________
Completed by (Name): ___________________________ Date/Time Completed: ___________________________
Requester Signature: ___________________________ Date/Time Picked Up: ___________________________