



Printing Request

Date of Request:

Contact Information:

Name:

Department:

e-mail:

Phone #

Printing Information:

Service Type:

File Name

Dimensions (in. x. in.)

Shipping tube

Yes, I want a shipping tube (\$5 each).

No, I don't want a shipping tube.

Billing Information:

Total for print job
(Completed by BRTC)

Payment Type

P.O. #

Name

Department

Phone #

What will it cost?

Scientific posters are \$40 per poster. These can be up to 48" x 36" and MUST be of a scientific nature.

Other print jobs are \$5 per square foot with a 3 square foot (\$15) minimum.

You may select to purchase a poster shipping tube (recommended) for \$5 each.

What to do next:

E-mail your file to brtc@tamu.edu at least **5 working days** before you need your poster!

We accept ppt, jpeg, tiff, and pdf formats. If you have questions, please ask.

Files should be designed in the dimensions that they will be printed in. Be sure to preview your poster in actual pixel size BEFORE you e-mail it to us. This will allow you to see how it will be printed. We are not responsible for low resolution images.

Your request will be processed in the order it was received. You will receive an e-mail notifying you when your print job is ready for pick up.

Unless you make other arrangements, your print job must be picked up at the BRTC located at 3380 University Drive East, Room 128.