



McQueary College of Health and Human Services

Printing Posters

The Dean's office in the McQueary College of Health and Human Services offers poster printing to its faculty and students. Please fill out the form below if you would like to have a poster printed.

Timeline: Printing cannot be guaranteed unless poster file is **emailed five business days** before poster is needed.

Quality: Posters should be complete and formatted correctly before being submitted for printing. The Dean's office will **NOT** make changes to design elements and is **NOT** responsible for checking for errors, formatting, or altering the poster size. If you need another poster printed because of an error, you will be responsible for the cost of the reprint.

Format: Optimal dimensions are 56 inches (width) and 42 inches (height), which is the average size required for poster presentations – slide orientation is landscape. Create and submit your poster using PowerPoint 2010 or higher.

Cost: Base charge per poster (please select one option from each column)**

<input type="checkbox"/> \$10 - plain paper (matte finish)	<input type="checkbox"/> Black & White print*	Size: _____ (width) X _____ (height)
<input type="checkbox"/> \$20 - glossy paper	<input type="checkbox"/> Color print*	

*There is an *additional charge* for color and/or solid, non-white backgrounds. Fees are assessed on a case by case basis and are dependent upon amount of color/in usage. Use of extremely dark colors or color covering the entire poster presentation is not recommended. Please see link <http://www.missouristate.edu/mchhs/85291.htm> for examples of Level 1-4 posters. Under poster fees, click on each level to see examples. Also, see price chart below.

**Each foot over 56" will incur a cost of \$10.

If you have any questions, please contact the Dean's office (417) 836-4176.

Name(s): _____ **Department:** _____

Date poster needed: _____ **Event:** _____

I have created my poster in the correct format and understand that the Dean's office will not make changes to design elements and is not responsible for checking errors, formatting, or altering poster size. I am responsible for all reprinting costs if there are errors with the poster printout.

Signature

Date

(You will receive an email when poster is ready to be picked up.)

For MCHHS Office Use:

	Total Cost (plain matte paper)	Total Cost (glossy paper)	
Level 1	\$10	\$20	Date order received: _____ Date picked up: _____
Level 2	\$15	\$25	Cash / Check / Dept. Budget Transfer \$ _____
Level 3	\$20	\$30	MCHHS Receipt # _____
Level 4	\$25	\$35	MCHHS Student Research Symposium (per criteria) FREE
Level 4+	\$____	\$____	