

Poster Print Order Form

Submit this form along with the poster file (pptx or PDF) via email to
UMKCSSEposterjobs@umkc.edu

Ordering Rules / Information:

Orders should be submitted at least 48 hours prior to the date needed.
Only one poster should be attached per email sent.
Additional poster requests require separate order forms and email submissions.
For all in the School of Science and Engineering, the first poster will be free.
Any reprints will be charged \$25.

Student Name: _____ Phone Number: _____

Major: _____

Mentor Name: _____ Phone Number: _____

Date Needed: _____

Note: Any requests sent within 24-48 hours of the date needed runs the risk of the poster not being completed by requested date.

Requested Dimensions: Width: _____ " x Height: _____ "

Note: The maximum width that can be printed on one side is 42", regardless of orientation, as paper rolls are only 42".
If using Microsoft PowerPoint, these dimensions should match the "Slide Size".

Please ensure that poster has been edited / proofed before submitting poster print order.

The student and/or mentor will be responsible for covering the charge(s) of poster reprints due to editing errors.