

## POSTER REQUEST FORM

- Please provide detailed shipping, billing, file and poster information. We cannot not accept incomplete shipping or billing information.
- If you need your poster in 24 hours or less, please call University Press first to confirm availability. There is a service fee of \$25 for all RUSH orders.
- If you need help with PowerPoint poster design, please request our *Guide for Designing Posters*.

Email your completed form and attached file(s) to [universitypress@muscd.edu](mailto:universitypress@muscd.edu)

You will receive a quote based on the finished size of the poster and any selected finishing options.  
We will contact you if additional information is required or if there are problems related to the attached file(s).

Date:		Date Due:		Quantity:	
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Contact Info	Ship To (required)	Bill Invoice To (required)
Name:		
Department:		
Email:		
Phone:		
Address:		
Building:		
Room/Suite #:		
City, State Zip:		
Hold for Pickup at University Press		

**File Information** - file(s) to be attached and sent to University Press. **Note:** We cannot accept Microsoft Word or Publisher files

File Format: PDF PowerPoint Platform: Windows Mac File Size: \_\_\_\_\_" W \_\_\_\_\_" H

**Poster Size & Finishing** – we can print up to a maximum of 44 inches along the short edge of the poster

**Printed Poster Size & Orientation** (specify measurements in inches)

Landscape  
(horizontal)

Width

Height

Portrait  
(vertical)

Width

Height

**Finishing Options**

Lamination (3 mil) Yes

Foamcore Mounting Yes

Limited to a maximum of 40 in. along the *short* edge  
and 60 in. along the *long* edge

**Special Instructions**

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### Important Information

- Standard turnaround time for printing posters is 2 business days.
- A \$25 expedited service fee will be applied to all RUSH orders.
- Graphic design fees (\$48/hour) may apply for any additional prepress or design work.
- University Press does not provide paper proofs for posters; we provide only digital proofs.
- University Press does not proof the content, design or colors of the poster except for printing-related problems and violations of MUSC brand standards (i.e., logos, colors, fonts, etc.).
- Because each computer/monitor represents colors slightly differently, the colors on your printed poster may not match exactly the colors represented on your monitor. Color variations are normal.