

This form must be filled out in Adobe Acrobat Reader (free) or Professional for the fields to save properly!

IMPORTANT READ ME

The Knight ADRC is not responsible for formatting, spelling or other errors in submitted files. Make sure you thoroughly check over your work before submitting to the Center for printing. Any reprints that are NOT the fault of a printer malfunction are charged at the full price rate.

Review info provided at http://knightadrc.wustl.edu/About_Us/Posters.htm before submitting.

CONTACT INFORMATION & HOURS OF OPERATION

All questions should be directed to posters@abraxas.wustl.edu. Poster orders must be submitted electronically via email (posters@abraxas.wustl.edu), [Large File Transfer](#) or a non-account tied shareable link via [WUSTL Box](#) or [Google Drive](#). We do not accept in-person order submissions. Files less than 100MB can be emailed to posters@abraxas.wustl.edu. The Center generally prints posters between the hours of 8am and 4pm, Monday through Friday. The Center is closed on weekends. Other pressing needs of the Center may temporarily suspend printing. Once your file has been processed and is printing, you will receive an email with completion time and directions for pickup.

ACCEPTED FILE FORMATS

Microsoft PowerPoint (indicate Mac or Windows below when ordering). All other program formats should be saved as an Adobe Acrobat PDF at the highest quality possible.

FORMAT AND TEMPLATES

Proper sizing is crucial to a good poster. Review the **Guidelines** section at http://knightadrc.wustl.edu/About_Us/Posters.htm.

PRICING

Premium Semi-Gloss Paper - \$6.00 per linear foot

Foldable Fabric - \$9.00 per linear foot (wrinkle, water and tear-resistant material that can be folded, rolled and transported in luggage. It prints with the same quality as paper and can be ironed on the back side (low/medium low, no steam).

Rush Charge - \$20 effective January 1, 2018. Review the **Cost** section at http://knightadrc.wustl.edu/About_Us/Posters.htm for complete details on how rush charges are assessed.

* FULL NAME: _____ * EMAIL: _____

* DATE/TIME NEEDED: _____ * LAB/CORE/PI (associated with this poster): _____

* REASON FOR POSTER (specific conference, retreat, etc.): _____

* DEPARTMENTAL BILLING NUMBER (00XXXX; enter 0 for exact cash payments) _____ * FUND NUMBER: _____

* BILLING CONTACT (name + email): _____

* File Type	* File Format	* Final Print Size	* Print Media
PowerPoint	Windows	** Same as file (as-is)	Paper
PDF	MacOS	*** Scale to 36"	Fabric
		*** Scale to 42"	

* = required field. Failure to properly fill out this field will result in a delay.

** = Printed poster is at the EXACT size of your file's dimensions. Verify your file's dimensions before submitting with this checked.

*** = This refers to scaling the shortest side of your poster to fit either the 36" or 42" media. The longest side of your poster will

automatically scale up to stay proportional. **If you have special requirements contact the Knight ADRC to see if we can accommodate.**

Center Use Only

Length: _____

Cost: _____

Form Revised 10/24/17