

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

**CONTACT INFORMATION & HOURS OF OPERATION**

Contact the Knight ADRC regarding printing at [posters@abraxas.wustl.edu](mailto:posters@abraxas.wustl.edu). Posters may be picked up until 4:00 PM or at the discretion of staff present. *Poster printing services may be suspended when staff are away or when other pressing Center needs exist. Planned outages and more poster printing information can also be found the Knight ADRC Poster Site: [http://knightadrc.wustl.edu/About\\_Us/Posters.htm](http://knightadrc.wustl.edu/About_Us/Posters.htm). It is always wise to contact the Knight ADRC ahead of time to verify availability.*

**SENDING FILES FOR PRINTING**

Poster orders must be submitted electronically via email ([posters@abraxas.wustl.edu](mailto:posters@abraxas.wustl.edu)), [Large File Transfer](#), [WUSTL Box](#) or another method such as Google Drive. **We do not accept in-person order submissions.** Files less than 100MB can be emailed to [posters@abraxas.wustl.edu](mailto:posters@abraxas.wustl.edu).

**ACCEPTED FILE FORMATS**

Microsoft PowerPoint files (please indicate if Mac or Windows below)  
 Apple Keynote presentation files print best exported as PDFs at maximum quality.  
 Adobe Acrobat PDF files (PDF should be final print size or saved as High or Press Quality if enlargement is needed)  
 InDesign or Illustrator files are best exported as high quality PDFs and then sent for printing

**FORMAT AND TEMPLATES**

Templates and guidelines for designing your poster are available at [http://knightadrc.wustl.edu/About\\_Us/Posters.htm](http://knightadrc.wustl.edu/About_Us/Posters.htm). Information regarding types of material we offer along with important tips about image sizing/resolution is provided at the web address. *Please consult this link to verify your margins meet the requirements if you want a borderless poster printed.*

**PRICING**

**Premium Semi-Gloss Paper** – \$6.00 per linear foot  
**Foldable Fabric** – \$9.00 per linear foot (wrinkle-resistant, water-resistant, tear-resistant material which can be transported in your luggage rather than a poster tube. The material can be ironed.)  
**\$20 Poster Tube** – A clear 43" non-telescoping poster tube with shoulder strap.

**DISCLAIMER**

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](http://knightadrc.wustl.edu/About_Us/Posters.htm) before submitting.*

**\*FULL NAME:** \_\_\_\_\_ **\*DEPARTMENT NUMBER:** \_\_\_\_\_ **LAB/CORE:** \_\_\_\_\_  
**\*EMAIL:** \_\_\_\_\_ **\*DATE/TIME NEEDED:** \_\_\_\_\_ **FUND NUMBER:** \_\_\_\_\_  
**\* BILLING CONTACT (name + number):** \_\_\_\_\_

File Type	File Format	Final Print Size	Print Media	Poster Tube
PowerPoint	Windows	† Same as file (as-is)	Paper	Yes
	MacOS	** Scale to 36"	Fabric	No
PDF		** Scale to 42"		

<b>Billing Total (Center Use Only)</b>

† = Print is at the **EXACT** size of your file. **NO scaling is applied to file before it is printed if you check this option.**  
 \* = Required Fields  
 \*\* = This refers to scaling the shortest side of your poster to fit either 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 ([posters@abraxas.wustl.edu](mailto:posters@abraxas.wustl.edu)).**