

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. By submitting your poster, you acknowledge that you have read and understand all of the information provided regarding printing at the link provided.

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 and WUSM observed holidays. 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

Refer to http://knightadrc.wustl.edu/About_Us/Posters.htm

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

Review the **Cost** section at http://knightadrc.wustl.edu/About_Us/Posters.htm for current info on pricing and rush charges.

PAYMENT METHODS

We bill via inter-departmental invoice for WUSTL students/staff/faculty. We can accept exact cash, checks and credit cards. Checks and credit card payments are subject to 3% convenience fee based upon the cost of the poster (including rush charge if applicable).

* FULL NAME: _____ * EMAIL: _____

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

* REASON FOR POSTER (specific name of conference, etc): _____

* DEPARTMENTAL BILLING NUMBER (or enter C = exact cash; CK = check; CC = credit card): _____

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 5/23/18