



Follow us on Twitter, @adrcposters, for updates on poster printing availability and other helpful information!

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. **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) or by visiting <https://knightadrc.wustl.edu/posterupload/> and submitting a zip file of your poster file and this form. We do not accept in-person order submissions. 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.

FILE FORMATS & SIZING/TEMPLATES

Refer to the **Guidelines** section at https://knightadrc.wustl.edu/About_Us/Posters.htm. We carry 36" and 44" paper & 36" and 42" foldable fabric.

PRICING

Refer to the **Cost** section at https://knightadrc.wustl.edu/About_Us/Posters.htm for current pricing and rush charge fees.

PRICING

We bill via inter-departmental invoice for WUSTL students/staff/faculty. We can also accept credit cards payments. Cash and checks are no longer able to be accepted (as of 4/22/19).

* FULL NAME: _____ * EMAIL: _____

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

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

* DEPARTMENTAL BILLING NUMBER (00XXXX format or enter CC for online credit card payments): _____

FUND NUMBER: _____

* BILLING CONTACT (name + email): _____

File Type	File Format	Paper Printing	Fabric Printing
PowerPoint	Windows	Same as file Paper**	Same as file Fabric**
PDF	MacOS	Scale to 36" Paper***	Scale to 36" Fabric***
		Scale to 44" Paper***	Scale to 42" Fabric***

Center Use Only

Length: _____

Cost: _____

* = 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", 42" or 44" 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.**

Form Revised 4/22/19