

Poster Printing Work Order

- Department of Electrical and Computer Engineering -

The ECE Department offers poster printing services to all ECE faculty, staff, and students. Each person will be contacted via email when their poster is ready to be picked up in the ECE department office (AK 202) - (payment is due at that time – check made out to WPI, cash, or department account #).

Posters MUST be either created in Microsoft PowerPoint or converted to PDF files, can be printed on either 24 or 42 inch wide paper, and will be charged by the length in linear feet. Additional charges may apply to posters that use excessive color for backgrounds.

Posters may be submitted through e-mail, on a CD or a USB drive. E-mail submissions must be sent to BOTH Brenda McDonald (bkmcd@ece.wpi.edu) and Colleen Sweeney (sweeney@ece.wpi.edu). The turn around time for a poster is **1 full working day**, assuming files are free of error. All jobs are run on a first come, first served basis.

What is the size of your poster? Width: _____ Height: _____

What paper would you like it printed on (circle one): Matte Glossy

How many copies? (circle one) 1 2 3 4 Other _____

Please verify that all **WPI logos and marks** were used from **official sources**. Any posters with unofficially downloaded marks will be returned for correction and delay the printing process. By submitting this form, you verify that you either own or have obtained appropriate copyright permission to use this work.

If you have any questions contact Brenda McDonald at bkmcd@ece.wpi.edu (x5231)

The prices below are **per linear foot** - (for example, a 24" x 36" poster on glossy paper will cost **\$18.00**)

Poster Printing 24" Matte Paper \$3.00	24" Glossy Paper \$6.00
	42" Glossy Paper \$12.00

Printing Assistance by: _____

Please fill out completely

Name: _____

Email: _____

Phone: _____

Dept: _____

Today's Date: _____

Date Needed: _____ (Allow 1 full business day)

Source Material: CD USB Drive E-mail

Name of File: _____

Payment Method: Cash Check

Account Number _____

For office use:

Amount Due: _____

Date Paid: _____

Professor/Organization: _____