**Large Format Poster Request Authorization Form**

## Email to: printshop@ship.edu

Or return completed form with project to Printing and Duplicating Services, Reed Operations Center

## FILL IN ALL SHADED AREAS

|  |  |
| --- | --- |
| **Project Title** |  |
| **Department** |  |
| **Project Contact** |  |
| **Phone number** |  |

|  |  |
| --- | --- |
| **Funding Source**  | \_\_\_\_University \_\_\_\_Foundation \_\_\_\_Grant \_\_\_\_Other |
| **Funds Center** |  | **Commitment****Item 820100** |  |

|  |  |  |
| --- | --- | --- |
| **Quantity\*** |  | **Poster size** |
| **No of Feet** |  |  |
| **Total feet** |  | **= Quantity x Feet** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total feet** |  | **$7.00 per linear foot** |  | **= printing cost** |
| **laminating** |  | **$1.00 per linear foot** |  |  |
| **Total Cost**  |  | **= TOTAL COST** |

|  |  |  |
| --- | --- | --- |
| **Date requested by** |  | Poster printing requires five business days. Contact printshop@ship.edu orcall 1618 for estimate of turnaround time on projects requiring additional Services. |
| **Required Signatures** |
| **Department head** **or Director** |  | **Date** |  |
| **Dean (if academic** **department)** |  | **Date** |  |