

Poster Printing Work Requisition Form

Use this form to submit poster printing requests to Steve Prashker, Geomatics Labs Manager, A239 Loeb, or if the file size permits, e-mail to steve.prashker@carleton.ca. If submitted by e-mail, charges will apply even if there are errors, so you may want to submit the poster in person. Poster printing requests should be submitted no later than 1 week before the poster is required, to ensure that any issues with printing, should they occur, get resolved. Thanks for adhering to this policy.

Name: _____

E-Mail: _____

Date: _____

Document filename: _____

Document Format: ☐ CDR ☐ PPT ☐ PDF ☐ JPG ☐ TIF ☐ WMF ☐ EMF ☐ PNG

_____ Other

Dimensions: _____ Width x _____ Height Units: ☐ cm ☐ in

Source Software : _____ Version: _____

Select Output & Quantity: ☐ Glossy Inkjet Print @ \$20 each (printed on one large photo quality glossy sheet, typically 42" wide x 36" high)

Colour: ☐ Colour ☐ Greyscale

Submitted by: ☐ E-mail ☐ Memory stick ☐ CD-R/DVD-R

Date Required by: _____

Comments: _____

For Office Use Only: ☐ Job Completed ☐ Paid