CALIFORNIA STATE UNIVERSITY, STANISLAUS

REPROGRAPHICS

801 W. MONTE VISTA AVENUE • MSR BLDG. STE.020
TURLOCK, CALIFORNIA 95382 • 209.667.3013

LARGE FORMAT POSTERS

Job Number:
For office use only
Due Date/Time:

☐ Exact Reprint
☐ Reprint w/ changes
☒ New Job

1. OPTIONS

Quantity desired: 00000

◉ Light Coverage (Text)
○ Heavy Coverage (Photo)

☐ Greyscale *(Black)*
☐ Full Color

☐ *Dye Ink*
☐ UV ink (outdoor only)

Final Output Size 4

2. PAPER

TYPE

☐ 45# Bond
☐ Photo Gloss
☐ Vinyl

(All Std. sizes below can be cut down to fit job)

☐ 11 x17
☐ 18 x 24
☐ 24 x 36
☐ 36 x 48
Other 4

Notes:

3. FILES

*File supplied by:** **(For larger posters: Build artwork 1/4 - 1/2 size)**
i.e. (24 x 36: Build 6x9 or 12x18)

☐ Disk/CD (.eps, .tiff, .ai, .psd, .pdf only)
☐ E-mail ☐ Hard Copy Original
**.eps Digital Files preferred*

4. MOUNTING

MOUNTING OPTIONS

☐ *Matte* Finish Foam Board
☐ *Gloss* Finish Foam Board
☐ Foam Board *Only*
☐ *None*

☐ Poster Lamination *(not available for sizes over 24")*
☐ 3/4" Grommets
Qty. _____
Mark desired position of grommets
*(*artwork must allow 1/4 edge around entire border for grommets)*

5. JOB INFORMATION

Job Title: _____
Additional Instructions: _____
Signature: _____

please sign here on printed form
(I have authority to approve this service request using state appropriated funds from the account of:)

_____ (Department)
_____ (Account#)

Price cannot exceed $ _____ as per signature

Note: All Requests must have an Acct. # with authorized signature for job before submitting. Any prepress work or file preparation that exceeds 15 mins. will be charged at a minimum of $25 an hour. All Requests must have a hard copy original supplied with job.

DELIVERY

☐ Call
☐ Deliver to: *(Bldg. & Ste.#)*
(Your Name)
(Phone # or Ext.)
(Contact's Email)
@csustan.edu

PRINT

EMAIL

RESET