

Use of CEE Plotter

Today's Date:

Name:

Email:

Date Poster Needed by:

Telephone/Cell Number:

Office Room Number:

Name of Faculty Member and Project, or Conference you are printing the poster for:

Account Number to Charge:

Plotter Procedures:

- Print Jobs must be for School business (i.e. Research, Posters for Conferences, Promotional Material)
- Posters may only be produced during the business hours M-F between 8:00 a.m. to 2:00 p.m. No print job will be started after 2:00 p.m.
- Please review your document prior to submitting it for final printing.
- Plotter should be used to print final poster.
- Bring memory stick, CD, or email file to Front Desk for printing along with completed order form.
- **Cost to Print is \$6.00/linear ft**

When designing your poster: We can print as wide as 42" on the plotter, therefore please do not exceed this width and allow 1" margins around your whole poster.

Please attach an 8 ½ x 11 Color copy of your job (May print a copy off in the Main Office.)

Please give the dimensions of your poster: wide x high

Name of Folder & File Name on your Memory Stick:

Final Printed Poster Dimensions: _____ Wide x _____ High

Final Price per Foot: Total Length _____ x \$6/linear ft. = _____

Staff: _____ Date: _____