Keck Lab Poster Printing Request Form

Date of request_____

Requestor:_____

Department:_____

Email address:_____

Phone: _____

Type of paper: ___Plain or ___Glossy

Poster dimensions: _____

Date poster needed_____

Index to charge: _____ (No 930 numbers)

Estimated cost: _____

Send JV/invoice to: _____

Additional Information/comments:

_____

_____

_____

Print cost approved: _____ yes ___ no

Department Approval by: _____

Plain paper, no color background and less than 50% poster with color ink.   Price: $30.00
Plain paper, color background or more than 50% poster with color ink.   Price: $45.00
Glossy paper, no color background and less than 50% poster with color ink.   Price: $45.00
Glossy paper, color background or more than 50% poster with color ink.   Price: $70.00

We do not print black backgrounds.

Keck Lab Office Use

Printing completed _____   Final print cost:_____

Index charged:_____   Account _____

Date JV sent: _____

Payment received: _____   Notify pick-up

Contact Rasheed Pongnon (rspongnon@wm.edu)

Keck Lab: (757) 221-5074

Return the completed request to Rasheed Pongnon (rspongnon@wm.edu)