

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 Randy Chambers (rmcham@wm.edu)

Keck Lab: (757) 221-2331

Return the completed request to Randy Chambers (rmcham@wm.edu)