

Tech: CL

WF _____

Request for EdTech Funded Large Format Printing

**One printout per student per YEAR (12 sq ft maximum) is allowed
ALLOW 3 BUSINESS DAYS TURNAROUND TIME**

- SUBMIT**
- 1) Complete this form. Your instructor or advisor's approval signature must be on this form.
 - 2) Upload your electronic file at uwm.edu/print-copy
 - 3) Drop off your form at Print & Copy Services, USRB 158 or Mitchell Hall B31
OR - Fax to 414-229-6912 (Fax machine located in Mitchell Hall B31)

Please print clearly:

Student Name _____

E-mail Address _____@uwm.edu Phone No. _____

Date Submitted _____ Time _____ Due Date _____ *Time _____

*Mitchell pickups see below

PICKUP INFORMATION

YOU WILL BE EMAILED WHEN YOUR PRINT IS READY FOR PICKUP

Both pickup locations are open M-F, 8:30am-3:30pm

CHOOSE YOUR LOCATION: USRB 158 - off-campus at 115 E. Reindl Way (1st and Capitol), Glendale, 53212

Mitchell Hall B31 - ***CHOOSE DELIVERY TIME:** 11am or 2pm

PRINTOUT INFORMATION

File Name _____

(Please **INCLUDE YOUR NAME** as part of the file name. Example: DoeJane-bio101.pdf)

File type: PDF (preferred) Other _____
(check with Print & Copy Services to confirm they can accept the file type.)

FILE size: width _____ x height _____ File size is the same size as the final printout, skip next line.

Final PRINTOUT size: width _____ x height _____ (one dimension cannot exceed 44")

Do **NOT** trim the poster to the final print out size

NOTE: Photos and graphics should be a minimum of 150dpi at their full printout size. **Graphics taken off of web sites will not have a high enough resolution for printing.**

APPROVAL INFORMATION

Instructor's Name _____ Signature _____
(please print)

School/College/Department: _____

Purpose: Research - Undergraduate Graduate: _____

Class assignment (name) _____

Conference (name & date) _____

Other (describe) _____

PRINT & COPY SERVICES USE ONLY: Date Completed: _____ called e-mailed date/time _____

Total Sq. Ft. _____ x \$5.50/sq. ft. = _____ Billed _____ Billing #PR014831131