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# Request for EdTech Funded Large Format Printing

WF \_\_\_\_\_

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

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- 1) Complete this form. Your instructor or advisor's approval signature must be on this form.
- 2) Upload your poster & form at [uwm.edu/print-copy](http://uwm.edu/print-copy)

Please print clearly:

Student Name \_\_\_\_\_

E-mail Address \_\_\_\_\_@uwm.edu Phone No. \_\_\_\_\_

Date Submitted \_\_\_\_\_ Time \_\_\_\_\_ Due Date \_\_\_\_\_ Time \_\_\_\_\_

## PICKUP INFORMATION

YOU WILL BE EMAILED WHEN YOUR PRINT IS READY FOR PICKUP

- CHOOSE YOUR LOCATION:**  USRB 158 - off-campus at 115 E. Reindl Way (1st and Capitol), Glendale, 53212  
 Mitchell Hall B31

## 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 \_\_\_\_\_ (only one dimension can exceed 44")

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