

Print Request

Today's Date:

Your Name:

email:

Dept./Student Org Name:

Event/Project Name:

Payment Type:

Fund Transfer—email address to send invoice:

Cash

Check

Date Needed:

Allow 3 business days or **RUSH**

(rush charges will be applied)

Printing: Large Format

Qty: Size: (w x h)

Media (check one)

Paper (24", 36" or 42")

Vinyl (24", 36" or 42")

Note: banner to be hung on the railings will be printed on vinyl only.

Color Copies:

Qty: Size:

Paper Options: (check one)

Standard copy paper

Prem. Matte

Glossy

Card Stock

Single-Sided

Double-Sided

Stapled

Booklet

Project will be:

Picked-up

Hung on Bannister

Full Kiosk (24"x72)

Half Kiosk (24"x36)

After Posting, the print should be: (prints will be recycled unless otherwise noted.)

Recycled

Held for pick-up

Please submit the completed form along with your file in PDF format to: cua-printing@cua.edu

We are located in Pryz 125 to pick-up, or if your file is too large, you may drop off a USB drive. Please email with any questions or call us at: x 6627.

Note: Postings will be made as space allows. We cannot reserve banner space or location on the railings in the Pryz. You may request a location if it is available at the time of your submission.