

Print Request

Today's Date:

Your Name:

Email:

Dept. /Student Org Name

Event/Project Name:

Payment Type:

- Cash
- Check
- Fund Transfer- email address to send invoice:

Date Needed: (Allow 3 days min.) or **RUSH** (rush charges will be applied)

Printing Dimensions: (e.g. width x height)

Qty: Size: Width x Height

Media Desire (check one)

- Paper (24",36" or 42")
- Self-Stick Cling (36")
- Vinyl (24",36" or 42")

Project will be:

- Picked-up
- Full Kiosk (24"x72")
- Half-Kiosk (24"x36")
- Hung on Banister

After posting, the print should be: (Prints will be recycled unless otherwise noted.)

- Recycled
- Held for pick-up

Please submit the completed form and a digital copy of the file as a PDF to:
cua-printing@cua.edu If your file is too large to email, you may drop off a USB drive.

Note: Postings will be made as space allows. We cannot reserve banner space or location on the railings in the Pryz.