**Poster Printing Order Form/Invoice**

<table>
<thead>
<tr>
<th>DEPARTMENTAL (120 sq ft allotment)</th>
<th>RESEARCH (no charge)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Order Date:</td>
</tr>
<tr>
<td>Department Affiliation:</td>
<td>Needed By:</td>
</tr>
</tbody>
</table>

Department Chair Signature Required:

<table>
<thead>
<tr>
<th>Scanning (#)</th>
<th>Foam Core Boards (sqft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LargeLaminator(ft)</td>
<td>Poster Prints (#)</td>
</tr>
<tr>
<td>Color Photos (# of)</td>
<td>8.5x11</td>
</tr>
</tbody>
</table>

(a) inches wide ______ x inches high ______ = _______sq inches
(b) inches wide ______ x inches high ______ = + _______sq inches
(c) inches wide ______ x inches high ______ = + _______sq inches

Special Instructions / Comments:

= total sq in______ divided by 144
= square feet _____
# of posters x______
poster sqft =______
+foamcore sqft______
total sq ft =______

\( x \$1.75 \text{ posters} \)
\( x \$2.75 \text{ specialty media} \)

= \$ amount

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invoice # | receipt #
--- | ---

Completed By: | Date Completed:
--- | ---

Received By: | Date Received:
--- | ---