

Print Request

Today's Date:

Name:

Email Address:

Dept. Name/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 your request and electronic copy of the file as a PDF that you would like printed to Conferences and Pryzbyla Management: cuapryzbyla@cu.edu If your file is too large to email, you may drop off a USB drive. NOTE: we can no longer accept CDs.

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