Murrow College
Poster Printing Request Form
Allow 4 business days for processing.

STEP 1: PLEASE CLEARLY PRINT OR TYPE

Date: _____ **Date needed:** _____ **Cell No.:** (_____) _____ - _____

Name: _____ **Email:** _____ **WSU Logo/Font Approved**? _____

What is the purpose of this print job (i.e., class assignment, conference visual aid, etc.)? _____

_____

BUSINESS OFFICE WILL FILL OUT ITEM COST

Pricing: $10.00 plus $$/sq foot for paper and ink usage fee. (prices subject to change.)

***Important: Duplicate copies due to typos or requester errors will be billed to budget(s). ***

# of Copies:	W (inch):	H (inch):	Type of Paper (max width) — Max width is 42"			Item Cost:
			☐ Plain (24"or 36" w) **$1.00/ ft**	☐ Photo (24" w) **$2.00/ft**	☐ Poster/Tyvek (36 " w) **$3.25/ft**	$
			☐ Plain (24"or 36" w) **$1.00/ ft**	☐ Photo (24" w) **$2.00/ft**	☐ Poster/Tyvek (36 " w) **$3.25/ft**	$
Ink			$2.50 for standard poster | $4.00 for larger or more detailed poster			$
Tubes			☐ 24" $1.50	☐ 36" $2.25	☐ 48" $3.00 ☐ None	$
					Printing fee:	$10.00
					TOTAL:	**$**

File Format & Name: _____

*File must be formatted as a jpeg and saved on a thumb/USB drive. Image <u>must be oriented</u> the way it will be printed.

Special Instructions/Notes: _____

✎ _____   _____
Supervisor Approval - For students and staff   Date
Must be approved/signed before printing will proceed.

STEP2: BUDGET APPROVAL - THE BUSINESS OFFICE WILL HELP YOU WITH THIS SECTION:

Unit/Area of College: *(please choose unit(s)/area(s) and subcategory(s) – for budgeting purposes)*

Radio: _____	**TV:** _____	**Engin:** _____		**Comm/Academic:**
Development: _____	Underwriting: _____	Marketing/PR: _____		Dean's Office: _____ Sequence: _____
Admin: _____	Operations: _____	Other: _____	**AND/OR**	Business Office: _____ Grant: _____
Membership: _____	Programming: _____			Symposium: _____ Development: _____
_____	_____			Faculty: _____ Student Serv. _____
				Graduate: _____

BUSINESS OFFICE USE ONLY

Split %	Cost Center	Program	Grant	Gift	Worktag	SC

_____ _____ ✎ _____ _____
Budget Approval   Date   MURW Equipment Rm (Print/Signature) Date Completed