

| Poster Printing Invoice Form | |
|--|--|
| Oracle Account String/ Check No/Cash: | |
| Your name & department | |
| P.I. name | |
| Telephone | |
| Email | |
| Poster purpose | |
| Number of posters | |
| Date/Time you need it | |
| Filename(s) and Format | |
| <i>PC / Mac</i> | |
| Special Instructions: | |
| <i>For office use only</i> | |
| Location on Computer (folder name) | Posters |
| Person Accepting Project | Randy L. Seay |
| Date/time dropped off | |
| Oracle Account String: Credit | 3108973.000.213108973.510008000.0000.625999 |
| Received | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Description | Color Background _____ White _____ Size _____ |
| Total Cost | |

Contact Information:

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 Randy Seay, Program Manager
 Shelby 121J
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Costs:

\$25.00 White Background
 \$35.00 Color Background
 \$45.00 Longer than 56" length
 \$10.00 Added to each poster if
 request is < 24 hours from
 date needed

**Please note that turnaround for print jobs may be longer during
 peak conference/symposium season**

**PLEASE USE THIS FORM IF YOU
ARE PAYING FROM A
GRANT ACCOUNT
(e.g., 310222.01.01.20033610.01)**

