

## Poster Printing Invoice Form

### Instructions:

1. Check if poster dimensions are correct. Commonly printed sizes are 36 by XX or 42 by XX (landscape or portrait).
  2. Check that the file type is correct. Preferred type is PDF; also accept PPTX. (iCloud and Google links are NOT accepted.)
  3. Please ensure the your Oracle account number is active and valid.
  4. Files can be submitted through email (uabposters@uab.edu). Large files can be sent via UAB Box or UAB OneDrive.
    - a. If submitting through UAB OneDrive/Box, send follow up email to uabposters@uab.edu to confirm your order.
- \*Photo Paper is the standard material type.\** Please remove all comments from file to avoid additional fees.

1.	<b>Active Oracle Account String</b> <i>(Enter full UAB Oracle Account #, please note this is not your UAB Employee or Student ID number)</i>	<b>UAB Oracle Account Number</b>
2.	<b>Your Name</b>	
3.	<b>P.I. Name or Department/Division</b> <i>(required)</i>	
4.	<b>Telephone</b>	
5.	<b>Email</b>	
6.	<b>Poster Purpose</b> <i>(Name of Conference/Expo/Event that poster is being printed for.)</i>	
7.	<b>Number of Posters</b> <i>(Number of copies or files in the poster order.)</i>	
8.	<b>Pick Up Date</b> <i>(Specific day that you want the poster ready for pick up. DO NOT put "ASAP" or range of dates.)</i>	
9.	<b>Poster Size (WxH or HxW)</b> <i>(Specific dimensions of the poster. e.g. 36x48, 33x44, 42x56)</i>	
10.	<b>Poster Designed on:</b> PC Mac	<b>11. Material Type:</b> Fabric Photo Paper*
<b>12. Notes:</b>		
<b>STOP. STOP. For office use only. STOP. STOP.</b>		
Date/time file submitted		
Service Center: Credit		<b>3120607.000.213120607.312001410.0000</b>
Received		Yes <input type="checkbox"/> No <input type="checkbox"/>
Description		Background: Color _____ White _____ Fabric _____ Size _____
Total Cost		
Balance		

### Pricing Guide

**Standard turnaround is 2 business days. Posters are dated by the business day in which they were received.**

**\$35.00** White Background under 56"  
*(with color fonts & images)*

**\$45.00** Color Background under 56"  
*(Solid color with text boxes)*

**\$55.00** Longer than 56 inches/less than 72 inches  
*Ex: 36 x 60, 42 x 60, 36 x 72, 42 x 72, etc.*

**\$65.00** Longer than 72 inches  
*Ex: 36 x 84, 36 x 96, 42 x 84, 42 x 96, etc.*

**\$85.00** Fabric Printing: 36 inches  
*Ex: 24 x 36, 36 x 36, 36 x 48, 36 x 56 inches only  
For fabric posters past 72", please contact for pricing.*

**\$95.00** Fabric Printing: 42 inches  
*Ex: 42 x 36, 42 x 42, 42 x 56, 42 x 60  
For posters past 96" please contact for pricing.*

**\$15.00** Next Business Day Printing

*Added to poster price if submitted during business hours for next business day pick up.*

**\$20.00** Same Day Printing

*Added to poster price if submitted after business hours for next day pickup. (Must be submitted before 2:30pm of requested pickup day)*

**\$10.00** Solid Dark Background Poster

*Fee added to poster price if poster has solid dark background.*

**\$35.00** Poster Tube

#### Poster Printing Service Center

912 18th Street S., Suite 164D

Business Hours: 8am – 4:30pm

[www.uab.edu/posters](http://www.uab.edu/posters)

#### Contact:

uabposters@uab.edu | (205) 934-0676