Poster Printing Invoice Form

Instructions:
1. Check if poster dimensions are correct. Standard sizes are 36x__ or 42x__ (landscape or portrait). Contact for custom size.
2. Check that the file type is correct. Preferred type is PDF; also accept PPTX.
3. If paying with Oracle account, ensure it is an active and valid number.
4. Files can be submitted through email (uabposters@uab.edu). Large files can be sent via UAB Box or UAB OneDrive.
On number 11: Photo Paper is the standard material type.

1.	**Active Oracle Account String or Cash** *(If paying cash, select"Cash" or enter full UAB Oracle Account #*	**Cash**	**UAB Oracle Account Number**
2.	**Your Name**		
3.	**P.I. Name or Department/Division** *(If paying from UAB Oracle Account)*		
4.	**Telephone**		
5.	**Email**		
6.	**Poster Purpose** *(Name of Conference/Expo/Event that poster is being printed for.)*		
7.	**Number of Posters** *(Number of copies or files in the poster order.)*		
8.	**Pick Up Date** *(Specific day that you would like to the poster ready for pick up.)*		
9.	**Poster Size (WxH)**		
10.	**Poster Designed on:** PC Mac	**11. Material Type:** Fabric Photo Paper*	**12. Notes:**

Date/time file submitted	
Service Center: Credit	**3120607.000.213120607.312001410.0000**
Received	Yes No
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 white 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: 44 inches
Ex: 42 x 36, 42 x 42, 42 x 56, 42 x 60, 44x72, 44x96
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.

$70.00 Same Day Printing
Flat rate fee for posters submitted on same business day as requested pick up date.

$10.00 Solid Black Poster
Fee added to poster price if poster has solid black background.

$25.00 Poster Tube *Cash Only*

Poster Printing Service Center
912 18th Street S., Suite 169A
Business Hours: 8am – 4:30pm
www.uab.edu/posters

Contact: Samantha Loyd
uabposters@uab.edu | (205) 996-0811

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