

## 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.	<b>Active Oracle Account String or Cash</b> <i>(If paying cash, select "Cash" or enter full UAB Oracle Account #)</i>	<b>Cash</b>	<b>UAB Oracle Account Number</b>
2.	<b>Your Name</b>		
3.	<b>P.I. Name or Department/Division</b> <i>(If paying from UAB Oracle Account)</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 would like to the poster ready for pick up.)</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	11. <b>Material Type:</b> Fabric Photo Paper*	12. <b>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	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](http://www.uab.edu/posters)

**Contact: Samantha Huneycutt**

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