

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). Contact for custom size.
2. Check that the file type is correct. Preferred type is PDF; also accept PPTX. (i Cloud and Google links are NOT accepted.)
3. Please ensure that 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.

Photo Paper is the standard material type.

1.	Active Oracle Account String <i>(Enter full UAB Oracle Account #)</i>	UAB Oracle Account Number
2.	Your Name	
3.	P.I. Name or Department/Division <i>(If paying from UAB Oracle Account)</i>	
4.	Telephone	
5.	Email	
6.	Poster Purpose <i>(Name of Conference/Expo/Event that poster is being printed for.)</i>	
7.	Number of Posters <i>(Number of copies or files in the poster order.)</i>	
8.	Pick Up Date <i>(Specific day that you want the poster ready for pick up. DO NOT put "ASAP" or range of dates.)</i>	
9.	Poster Size (WxH or HxW) <i>(Specific dimensions of the poster. e.g. 36x48, 33x44, 42x56)</i>	
10.	Poster Designed on: PC Mac	11. Material Type: Fabric Photo Paper*
		12. Notes:
	STOP.	STOP.
	STOP.	For office use only.
	STOP.	STOP.
	Date/time file submitted	
	Service Center: Credit	3120607.000.213120607.312001410.0000
	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 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

Poster Printing Service Center

912 18th Street S., Suite 164D

Business Hours: 8am – 4:30pm

www.uab.edu/posters

Contact:

uabposters@uab.edu | (205) 996-0811