

Campus Technology Services Large Format Printing Request Form

Policies & Procedures

1. Print requests must have an academic purpose. Prints for personal purposes are not permitted.
2. Display Size:
 - Final display size can be no larger than 44 inches wide and 130 feet long (various resolutions).
 - **Please leave at least 1-inch margin around all sides of the display.**
3. Sufficient lead time is needed in preparing and printing displays. Submissions should be made at least one week in advance of when it is needed.
4. Displays should be submitted on a portable storage device or via email to ford@oswego.edu.
5. This form must be completed and submitted along with the display file before any work will be started. Display should not be submitted until design has been finalized.
6. Displays should be proofread before submission. Once submitted, it will be assumed that it is the final version and will be printed in the final format. All images included in displays should observe copyright laws.
7. Client is responsible for picking up the final display. **We recommend having a method of transporting the display upon pickup to prevent damage. Cardboard poster/ mailing tubes are recommended.**
8. Billing:
 - There will be an \$8.00 per linear foot (longest edge) charge to cover the cost of consumables (paper & ink). Irregular display sizes will be rounded up to the next full foot (example: a display size of 2 ft. wide x 5 ft. 4 in. long will be charged at 2 ft. wide x 6 ft. long amounting to \$48.00).
 - This form will be used for billing purposes; we will not print a display without this information.

Campus Affiliation:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	ID #: _____
Name: _____	Email Address: _____			
Department: _____	Phone: _____			
Today's Date: _____	Date Display(s) Needed: _____			
File Name: _____				
Number of Displays: _____		Reason for Display: _____		
Approximate Size Requested: _____				

Payment Type:	<input type="checkbox"/> Dept. Journal Transfer*	<input type="checkbox"/> Check/Money Order**	<input type="checkbox"/> Cash**	<input type="checkbox"/> Credit Card
Dept. Chair Approval: _____		(Required for JT of funds)*		
Dept. Account # (for Journal Transfer of Funds): _____				
Cash, check or credit card payments must be made at the Telecommunications Office, 105 Culkin Hall.**				
Amount: \$ _____		Received by: _____		Date: _____

To be completed by Communication Media Design Specialist:	
Date Submitted: _____	Date Required: _____
Number of Displays: _____	Display Size: _____
\$8.00 x _____ (Total Linear Feet) = \$ _____ Total Amount Due	

Customer Pick-up Signature: _____ **Date:** _____