

UNIVERSITY COMMUNICATIONS WIDE FORMAT ORDER FORM

standard 48 hour
turnaround

YOUR INFORMATION:

➔ Please print clearly!

Name _____

Phone _____ Date and time needed _____

Email _____ (allow 48 hours from time of submission)

PAYMENT & DELIVERY/PICK UP: (Two options)

➔ Please fill out all form fields that apply.

➔ Preferred method of contact for pick up (as written above): Phone Email

option

A

Paying with budget code/IRI Request an estimate

Deliver to: building and room number _____

I'll pick up: will call at Cooper Publications Building, 2300 Grimes Way

➔ Budget code # _____ Department _____

➔ Authorized by _____

OR

option

B

Paying with Cougar CASH, cash, card, or check Request an estimate

➔ **Order must be picked up and paid for at CougarCopies in the CUB.**

Save \$1 per square foot on recommended materials below.

PROJECT DETAILS:

Project/file name _____

Quantity _____ Size _____

Media to be printed on:

DID YOU:

- Spell check your file?
- Save your file as a PDF?
- Place thumb drive with pdf file in this envelope?

RECOMMENDED FOR INDOOR POSTERS (prices are per square foot)

- Heavy photo gloss paper (maximum width 45.5") \$5.00 IRI /\$4.00 cash
- Waterproof paper (maximum width 35.5") \$5.00 IRI /\$4.00 cash
- Mount to ¼" white foam core board (maximum width 48") \$5.50 IRI /\$4.50 cash

RECOMMENDED FOR OUTDOOR SIGNAGE (prices are per square foot)

Banners

- Scrim vinyl banner (13 oz., maximum width 62.5") \$7.00 IRI/\$6.00 cash
- Add grommets for hanging (clear plastic or metal) \$1.00 each Quantity: _____

Posters

- Waterproof paper (maximum width 35.5") \$5.00 IRI /\$4.00 cash
- Mount to ¼" white plasticore board (maximum width 48") \$6.25 IRI/\$5.25 cash

➔ Additional materials can be found at ucomm.wsu.edu/wide-format-pricing.

Special instructions: