

LARGE FORMAT
Banners, Posters & Signs
ORDER FORM

Center	Phone	Mail Code	Fax
CSC-A	4-3020/7050	0031	534-8120
Geisel	4-2534	0175	534-8811

Bill Copy to: _____
 Mail Code: _____ Authorized Signature _____

INDEX or RECHARGE NUMBER

SHIPPING

Customer Name: _____ Phone: () _____
 Department: _____ Fax: () _____
 Building/Room: _____
 DELIVER MAIL TRANSFER TO MAIL SERVICES
 Pick up at Geisel Library Pick up at CSC-A

JOB NUMBER

PRICE \$

PROJECT NAME: _____
 Finished Qty: _____ (# of originals _____)
ABOUT YOUR FILES: Mac PC HARD COPY
 File Type: PDF Illustrator Photoshop Word InDesign
 QuarkXPress Other Application _____
 File Name & Date: _____
 Digital files sent to: printing@ucsd.edu YouSendIT Other Media

FOR OFFICE USE ONLY

FROM _____	TO _____
Date/Time SUBMITTED	Date/Time DUE

OTHER INFORMATION

Customer Email (required): _____

LARGE FORMAT PRINTING OPTIONS

Final Trim Size: _____ x _____
 Ink Options:
 Photo Realistic Ink (suitable for highly detailed images)
 Latex Ink (economical option for graphics, durable for extended outdoor use)
 Media:
 Polypropylene Heavy-weight Coated Paper Satin or Gloss Photo
 Matte or Gloss Canvas Backlit Film Scrim Banner Adhesive Vinyl
 Other _____

LARGE FORMAT FINISHING OPTIONS

Grommets (# _____)
 Stitched Pockets (top bottom edges)
 Lamination with waterproof edge
 Lamination to trim
 Mount on board (white foamcore black Gatorboard white Gatorboard)
 Shipping tube Banner Stand Rental _____ days

PROOF REQUIRED: ___ E-Proof ___ Regular LF Proof

FOR OFFICE USE ONLY:

Design Labor Hours _____ No. of Cuts _____
 Typesetting Labor Hours _____ Hand Labor Hours _____
 File Setup/Prepress Hours (billable) _____
 Production Make Ready _____ Alterations Hours _____