

Instructions:

1. Use most recent form available. <http://education.utsa.edu/faculty/forms>
2. This form must be submitted by dept. admin staff or COEHD Faculty. Student submissions will not be accepted.
3. Poster files should be submitted in **PDF** format.
4. Email completed form and PDF poster file(s) to coehdlabs@utsa.edu
5. Each COEHD department must have purchased PAPER and INK to print POSTERS.
6. Your department must provide approval to use their poster paper.
7. Lab does not cut out small posters printed on large paper.
8. Lab does not make edits to your PDF poster file once you have submitted it.
9. Your poster will be scaled to fit the poster paper your department currently has unless otherwise specified.
10. Low quality images will be scaled up and may be blurry as a result.
11. Allow **3 BUSINESS DAYS** for print requests to be completed:
 - a. Requests made after 5PM/weekends will be processed on the next business day (**NO SAT/SUN Printing**).
 - b. Requests of 10 or more posters will require 4 to 6 days to complete.

REQUESTOR INFORMATION	
Faculty/Staff Name:	
Today's Date:	Department:
Phone/Ext:	E-mail:
POSTER INFORMATION	
Number of page(s) within your PDF : If you have attached a PDF with 2 pages, enter 2.	
Indicate number of print(s) you need for EACH Attachment: If you need two copies of each of the 2 pages, you will enter 2.	
Indicate TOTAL number of print(s) you will pick up: If you are expecting 2 posters x 2 of each page, you will enter 4.	
Indicate Poster Size: Refer to paper SIZE your department has purchased. Posters will be scaled to fit the paper, unless requested otherwise.	
Requested Delivery Date: COEHD Faculty Poster printing is available at both campuses.	
Which campus will you pick up your poster(s): DT or 1604 Location for pick up Downtown campus, FS 3.418/1604 campus, MB 0.330.	

FOR OFFICE USE ONLY: COEHD Computer Lab Faculty Services	
COEHD REP:	Completed DATE:
Final size(s) of poster(s):	Total inches used:
Comments:	