



Division of Information Technology Poster Printing Services (DPPS)

Request for Poster Printing Services Form

Department:	Start & Pick-Up Schedule	
	Start Date <small>(Date file Submitted to DIT)</small>	Pick-Up Date <small>(Poster/s ready for pick-up)</small>
Department Contact Name:		
Phone No.:		
Payment		
PeopleSoft # / Department ID:	Account No.:	
Name & Title		Date:

(Signature required before work can begin. Signature authorizes expenditure from the named budget and acceptance of the Terms and Conditions.)

Production			
No. of Copies:	Banner/Poster Paper Type	Page Size	Banner/Poster Size
	<input type="checkbox"/> White Bond	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 24 in. x _____ 36 in. x _____ 42 in. x _____
	<input type="checkbox"/> Satin		
Additional Copies			
No. of Copies:	Banner/Poster Paper Type	Page Size	Banner/Poster Size
	<input type="checkbox"/> White Bond	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 24 in. x _____ 36 in. x _____ 42 in. x _____
	<input type="checkbox"/> Satin		

Approval
<p>Please provide feedback and instructions to proceed:</p> <p><input type="checkbox"/> GO: I have reviewed the submitted document(s) to be printed and am satisfied with its quality. I authorize DIT Poster Printing Services to print my requested order at the agreed-upon specifications and</p> <p><input type="checkbox"/> OK WITH CHANGES: I authorize DIT Poster Printing Services to make the noted minor changes to my submitted document(s) according to the agreed-upon specifications, prior to printing my order.</p> <p><input type="checkbox"/> NEW REVIEW PRINT REQUIRED: Please make the noted changes and send another review print/proof.</p>
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 40%;"></div> <div style="border-top: 1px solid black; width: 20%;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Signature Date </div>

Disclaimer
When submitting up your order, it is your responsibility to make sure that it is accurate. If there is an error on your part, you will be required to resubmit the job for reprinting at your department's expense.

DIT Poster Printing Services (DPPS)



DIT Poster Printing Services (**DPPS**) provides large format poster printing services for Bowie State University staff and faculty only (with valid BSU ID).

All files submitted for printing must be in PDF format.

The dimensions of the poster must not exceed 42 inches' x 60 inches.

Poster files 15MB or smaller can be emailed to helpdesk@bowiestate.edu. Please include your full name, contact information and specify the dimensions of the poster you would like printed.

DIT Poster Printing Services (**DPPS**) is not responsible for spelling or graphics errors on submitted files. You will be charged for the original order and any re-prints. ***Note that all poster printing is done through a PC. At times there can be MAC/PC compatibility issues.***

DPPS will not print posters with color-saturated backgrounds. We reserve the right to return a poster for revision if bright or dark colors account for a significant portion of the poster.

Please allow 1-2 business days for your poster to be printed. A DIT staff member will let you know via email when your poster is ready to pick up.

Cost

Payment is due prior to poster printing through a department budget transfer to DIT. Please contact Marivic Weiss for questions regarding budget transfer payments.

DIT Poster Printing Services (DPPS) is located on the third floor of the Thurgood Marshall Library in room 272.

Hours of operation are Monday – Friday 10am – 2pm, as well as posted at the entrance to the room.

**Please note that the DIT poster printing service is a printing service and not a design service. Customers are expected to send ready files to be printed.*