



Printing & Digital Services Large Format Poster Print Request Form

Ordered By (Name) _____

Department _____ Phone Number _____ Email _____

Date Submitted _____ Date Required _____

Supervisor/Professor _____ Course _____

Filename _____

Number of Files Sent _____ Quantity Needed _____ Finished Size _____

Special Instructions _____

- Please note all posters are printed on our **Standard Photo Satin Poster Paper**. If another material is required, please contact us for additional options.
- Please allow up to 2 days for turnaround. We will contact you when your poster is ready for picked up.
- Printing staff will not re-design, review or edit your poster in any way unless deemed necessary in order to print properly.
- File(s) must be either .pdf, .tif or a single PowerPoint file sized to the correct dimensions.
- Please note that Brock Printing & Digital Services is not responsible for ensuring the quality of your print, so please ensure that your files are at print resolution (300dpi). If you need additional assistance regarding recommended formatting, please email in advance to submitting your request.
- Avoid using small, web images that are pixelated/blurry in your poster, as these will print at a low-resolution.
- We accept cash, debit, credit or cheque.

**After filling out the PRINT REQUEST FORM,
save it to your computer and send it along with your electronic file(s) to printing@brocku.ca**

Printing and Digital Services is open Monday to Friday, 8:30 am to 4:30pm located on the ground floor (200 level) in Mackenzie Chown G Block (MCG210). Contact us at printing@brocku.ca or 905-688-5550 x3207