

LARGE FORMAT PRINTING



NU Reprographics | Forsyth Bld. | Ell Bld. | Call 2766 for information and pick-up

Req.# _____

DATE: _____ DUE DATE/TIME: _____

We'll call you for pick-up

1 Contact Info

Department _____

First name _____ Last name _____

Location _____

Ext _____ cell _____

email _____

2 Payment

Budget# Cash

Check Husky Card

Budget#: _____

Dept. approval: _____

3 Specifications

File name: _____		Quantity: _____
Printer: <input type="radio"/> HP <input type="radio"/> EPSON	Dimensions of the file: width: _____ x height: _____	Platform: <input type="radio"/> PC <input type="radio"/> MAC
Medium: <input type="radio"/> matte <input type="radio"/> glossy	Dimensions of the poster: width: _____ x height: _____	File format: (see file preparation*)
<input type="radio"/> color <input type="radio"/> B&W**	Dimensions of the file and printed poster should be proportional. See price below, according to dimensions and specifications.	<input type="radio"/> PDF <input type="radio"/> InDesign
Mounting: <input type="radio"/> yes <input type="radio"/> no		<input type="radio"/> PowerPoint <input type="radio"/> PageMaker
Media: <input type="radio"/> CD <input type="radio"/> Floppy <input type="radio"/> ZIP <input type="radio"/> FlashDrive <input type="radio"/> email: nurepro@yahoo.com		<input type="radio"/> Illustrator <input type="radio"/> MSWord
<input type="checkbox"/> Your media will be returned with the job <input type="checkbox"/>		<input type="radio"/> Photoshop <input type="radio"/> Other
		<input type="radio"/> QuarkXPress

4 Price(s) (\$25 minimum charge):

HP Printer	Epson Printer	Quantity	Unit Price
Quality: economy Max width: 36"	Quality: best Max width: 44"		
<input type="radio"/> Matte paper: \$7.00 per sq.ft.	<input type="radio"/> Matte paper: \$9.00 per sq.ft.	<input type="text"/>	<input type="text"/>
<input type="radio"/> Gloss paper: \$8.00 per sq.ft.	<input type="radio"/> Gloss paper: \$10.00 per sq.ft.	x	
Lamination Mounting Max width: 36"		= total (\$)	
<input type="radio"/> Lamination: Matte: <input type="radio"/> \$4.00 per sq.ft. <input type="radio"/> Gloss: \$5.00 per sq.ft.		<input type="text"/>	
<input type="radio"/> Mounting: \$5.00 per sq.ft.			
<input type="radio"/> Mounting & Laminating: \$8.00 per sq.ft.			

Instructions

- Minimum 24 hrs turnaround, no appointment needed, closed on Saturday
- We'll check your file within 2 to 3 hrs and call if necessary
- All posters are printed with a half inch white border all around
- 36" long Tubes are available for sale at \$2 (\$8 for the 4" deluxe model)
- \$4 per sq. ft. for mounting only

***FILE PREPARATION:** please prepare your file as follows:
PDF: make sure you embed the fonts when you make the PDF
 If you are working from Illustrator, flatten you image and outline the type
Illustrator: flatten your image and save the type as "outlined"
Photoshop: flatten your image and save the file as a CMYK jpg (150dpi)
PowerPoint: use standard fonts or provide your fonts:
QXP, InDesign, PMAker: Provide all fonts, graphics and photos as separate files
 **B&W posters should be saved as grayscale

Comments

Delivery contact and location (same as above)