

High Gloss Poster Request Form – CAEDM

- Plotting is intended for education related purposes within the College of Engineering; jobs from other colleges or jobs for classes outside the college are not accepted. *This means no English 316 plotting.*
- Plotting can only be done if a CAEDM Administrator is present. *This means no weekend or evening plotting.*
- Plan for about 1 hour to get your poster – although typically less, could be longer if we're having a bad day.
- The paper is 42 inches wide; the printable width is about 40 inches. Please set your document to 40 inches wide, this will give you 1 inch margins and optimum results.
- We can print from Photoshop, Illustrator, InDesign, PowerPoint, Publisher, and PDF.
- If using PowerPoint, set your slide size in Page Setup **before** you begin any work.
- Zooming in to 100% will show you how pixilated your images will appear.
- If you are paying with signature card, have money on your card *before* coming to print. Your CAEDM account will be disabled if there is no money when we charge your account. We do not accept cash, checks, or credit cards. Poster charges may not show up for several days on you signature card.
- Departments are unable to reimburse students for printed posters.
- If a department or club intends to pay for a poster, they **must** use a journal entry account.
- **IMPORTANT: The ink takes time to dry!** Do not touch inked areas for at least 10 minutes after plot is complete. Posters can be carefully rolled after a few minutes. CAEDM will not reimburse for accidentally smeared plots.
- **Also IMPORTANT:** The ink is not water resistant! If you take your poster in the rain or snow, the ink will run.
- CAEDM will do all possible to print your poster correctly. Please be patient with our efforts.
- Kinko's, Cougar Creations, and the Library also offer plotting services.

I have read the above General Information: _____

signature

Please fill out the following LEGIBLY in DARK ink. **DO NOT USE PENCIL!!!**

Name: _____ CAEDM login name: _____

Date: ____/____/____ BYU ID #: – –

Email: _____

Payment Type: (choose one)

☐ Signature Card ☐ CAEDM Group: _____

☐ Journal Entry Account: – –

Journal Entry option is available to departments, clubs, and organizations within the College of Engineering.

We cannot charge accounts that begin with 'R' (research accounts).

Size of poster: 42" wide x _____ long

Price is \$4.50 per linear foot

Administrative use only:

Printed on: Date: ____/____/____ By: _____

Amount Charged: \$ _____ By: _____ Date: ____/____/____