



Client Information (Please complete all fields):

Print your name above

Date

Signature (Electronic or Hand-written will be accepted)

Poster Information (Please complete all fields):

Title of Poster:

Event or Class Name:

Instructor's Name (if applicable)

Instructor's email or phone number

File format provided

Poster size requested

Payment Method: Check or UGA Chart String (Please complete all Applicable fields):

I understand that my payment is due in full at the time of printing. If I fail to submit payment, I understand that the College of Public Health will flag my records and I will be unable to register for classes and/or graduate until payment is received in full.

Student must initial here

Date

For Check:

Name listed on check

Check Number

Amount Paid

For UGA Chart String:

UGA Chart String Name

Fund

Program

Department

Class

PC Bus Unit

Project

Activity

Signature of Account Owner

Printed Name of Account Owner

(Electronic or Hand-written will be accepted)

CPHOIT Staff Signature

Date

Total Payment Received

Receipt Number

Please bring this form with payment to your appointment. Poster printing location will be Room 034, Rhodes Hall, HSC, University of Georgia. Contact cphoithelp@uga.edu or call Ben Morrison at (706) 296-4576) or Adam Evans at (706) 534-4025 for appointment time.

Poster Printing with the College of Public Health Office of Information Technology (CPHOIT)

In order to print a poster you MUST have:

1. An appointment to print with us, scheduled 48 hours or more in advance.
2. Your completed poster form with account signature or a Personal Check, Money Order, or Cashier's Check
3. Your poster in a digital format.

Detailed Information about each step above:

1. How to Contact us for an appointment:

- By email at CPHOITHELP@UGA.EDU
- By phone (706) 296-4576 (Ben Morrison) or Adam Evans (706) 534-4025
- We will need at least 48 hours notice to make an appointment. *If we are given less than 48 hours notice, we may charge a rush fee of \$10 in addition to the standard price of \$30.00 per poster.*
- Printing takes ~20minutes.

2. Form and Method of Payment:

- The poster printing request form may be found at http://publichealth.uga.edu/wp-content/uploads/2018/09/CPH_Poster_Request_Form_2018.pdf
- Please print, complete all applicable fields, and bring it to your appointment.
- The cost of each poster printed is \$30.00.

A) Checks and Money Orders:

- Checks or Money Orders should be made out to "UGA College of Public Health".
- Starter/Counter checks are not allowed.
- Checks must have your name and address listed.
- Check number should be written on the form.

B) Departmental Chart String Information needed:

- UGA departmental Chart String
- Name of the account
- SIGNATURE OF SOMEONE AUTHORIZED TO ACCESS THIS ACCOUNT. We cannot print and get a signature later, signature must be present at the time of the appointment.

D) We cannot accept credit or debit cards, cash, or UGA Student Account Numbers, i.e. 810 numbers.

E) Each method of payment will need the following information completed on the form:

a. Poster Information:

- Title of Poster
- Instructor's name
- Event and/or class name
- Location and date of event
- File format provided for printing
- Poster size requested for printing

b. Your Information:

- Name
- Signature
- Date of printing

3. Accepted file formats for printing:

- Microsoft PowerPoint preferred (.ppt, or .pptx)
- Adobe PDF is accepted, but original document should be available in the event of necessary changes. Also, make sure that your PDF page setup reflects the full final poster size.
- We can accept the poster on a thumb drive, a CD/DVD or emailed to us ahead of time at cphoit@uga.edu.

Design Notes:

- Our poster printer holds a roll of paper which is 42", so one of your dimensions should reflect this. If the poster is too small, white space will appear around the edges, and we have no way to trim.
- Most posters are 42"x 60" or 42" x 56"
- Images downloaded from the internet are often low-resolution. Make sure you zoom in on your poster to 100% to check for degradation and pixilation before printing.
- For logos, we recommend TIFF files.
- For images, we recommend JPEGfiles.
- UGA logos can be downloaded at <http://www.uga.edu/identity/logo.html>. Email cphnews@uga.edu for CPH logos.