

Poster Submission Instructions

1. Go to the [Print Center Forms](#) page click on ST. OLAF LOGIN
2. Choose Banners and Wide Format at the bottom of the page

Banners and Wide Format

Click here to place a banner/poster or other wideformat orders with print services.



3. Fill out the form with information below.

- Job Name: **Class & Last Name (Psych 230 - Frandrup)**
- Department: **Psychology**
- Account Code: **000-00001** (cash payment - you will not be charged)
- 4 digit Sub Account: **Leave blank**
- Date Needed: **Friday, May 12th**
- Quantity: **1**
- browse to find file → Add → Select → Upload → Select
- B/W or Color: **Color**
- Ink & Resolution: **Standard**
- Select Media: **Matt Standard**
- Original Size: **48x36** (should auto populate)
- Continue
- Check the "I Agree" box
- Submit
- You will be emailed when your poster is ready to be picked up

Job Name:

Department:

Account Code: **010-5 digit account number. For cash payment please use 000-00001**

4 digit Sub Account (if applicable):

Date Needed:

Qty:

Personal Order

Add File

Sprangers_Poster11.pdf

B/W or Color:

Ink & Resolution:

Cost per square foot: 0.00
Surcharge: 0.00

Select Media:

Cost per square foot: 2.00
Surcharge: 0.00

Original File Size: X

Magnification %:

File Resize Dimensions: X

Additional Finishing:

Delivery:

Unit Price: 24.0000

Special Instructions:

