

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.



1. Fill out the form with information below.
 - Job Name: **Class & Last Name (Psych 230 - Frandrup)**
 - Department: **Psychology OR Physics**
 - Account Code: **00000-00001**(cash payment - you will not be charged)
 - 4 digit Sub Account: **Leave blank**
 - Date Needed:
 - 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: Poster Session - YOUR LAST NAME

Department: Psychology Or Physics

Account Code: **010-5 digit account number. For cash payment please use 000-00001**
00000-00001

4 digit Sub Account (if applicable):

Date Needed: 5/12/2023

Personal Order

Qty: 1

- Add File
- Browse
- Up
- Down
- Remove

Sprangers_Poster11.pdf

B/W or Color: Color

Ink & Resolution: Standard
Cost per square foot: 0.00
Surcharge: 0.00

Select Media: Matt/Standard
Cost per square foot: 2.00
Surcharge: 0.00

Original File Size: 48.00 X 36.00

Magnification %: 100

File Resize Dimensions: 48.00 X 36.00

Additional Finishing: No Additional Finishing

Delivery: Pick Up at Print Center

Unit Price: 24.0000 Update

Special Instructions:

Back Continue