

**Copy Center \*\* Poster \*\* Work Order Form**  
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Invoice #
DB Entry #

NAME: \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_  
 ACCOUNT NUMBER: \_\_\_\_\_

ORDER DATE: \_\_\_\_\_  
 DATE NEEDED: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_

**PLEASE NOTE! POSTER FILES  
 MUST BE SENT ELECTRONICALLY**

NUMBER OF ORIGINALS \_\_\_\_\_  
 QUANTITY of EACH \_\_\_\_\_  
 TOTAL POSTERS \_\_\_\_\_  
 (Total=Number of Originals x Quantity)

PAPER TYPE
<input type="checkbox"/> Non Coated (Thin)
<input type="checkbox"/> Coated (Thicker)
<input type="checkbox"/> Heavyweight Coated (Thickest)
<input type="checkbox"/> Satin Glossy Paper (Photo Quality)

**LAMINATING** Maximum 24" width or height

Laminating Prices: 8 1/2 x 11 \$1.40 ea  
 11 x 17 \$2.10 ea  
 18 x 24 \$3.15 ea  
 24 x 36 \$4.20 ea

**Posters Wider than 24" CAN NOT  
 be laminated**

**LAMINATE** Check for YES

**Do NOT send hard copies** for Posters. They must be digital files as they are done on a printer not a copier. Thank you !

Poster Non Coated Paper
<input type="checkbox"/> Size 18" x 24" 2.30 ea
<input type="checkbox"/> Size 24" x 36" 2.75 ea
<input type="checkbox"/> Size 36" x 48" 3.95 ea
<b>Poster Photo Paper</b>
<input type="checkbox"/> Size 24" x 36" 4.25 ea
<input type="checkbox"/> Size 36" x 48" 5.75 ea

Poster Coated Paper
<input type="checkbox"/> Size 18 x 24" \$2.50 ea
<input type="checkbox"/> Size 24" x 36" 3.15 ea
<input type="checkbox"/> Size 36" x 48" 4.20 ea
<b>PLEASE SEND POSTER                  AS AN                  ELECTRONIC FILE                  ATTACHMENT                  Thank You!</b>

Poster Heavyweight Coated
<input type="checkbox"/> Size 18" x 24" 2.95 ea
<input type="checkbox"/> Size 24" x 36" 3.65 ea
<input type="checkbox"/> Size 36" x 48" 5.20 ea
<b>BANNERS</b>
Price for Banners is \$1.00 per foot
<input type="checkbox"/> Size 24" H x <input type="checkbox"/> Ft long
<b>SPECIAL INSTRUCTIONS</b>