



Pricing information:

- Posters require two days for completion. If you need your poster in less than two days, a \$20.00 RUSH charge will be added to the cost of each poster. Add one extra day if poster is to be laminated.
- Proofs are 11" x 17" and are \$8.00 each. Although proofs are optional, they are highly recommended. Mistakes on the final poster are the responsibility of the client.
- Glossy lamination is \$2.00 per square foot. Poster must be under 53".
- Satin lamination is \$2.50 per square foot. Poster must be under 49".
- There is an \$8 handling fee for lamination services.
- Poster tubes are \$4.45 each and are useful for travel.

Poster templates are on our website:

Mac: <http://www.tamhsc.edu/marcomm/bg/downloads/posters/mactemplate.html>

PC: <http://www.tamhsc.edu/marcomm/bg/downloads/posters/>

Instructions:

- 1) Download the poster template file for either a Mac or PC from one of the websites listed above. Try to use one platform to avoid transfer problems.
- 2) Input your research poster.
- 3) Make sure to include the appropriate HSC logo which can be downloaded from the website at <http://www.tamhsc.edu/marcomm/bg/downloads/logos/>
- 4) Save the poster on a USB drive, CD/DVD or the file can be e-mailed to Lori Adams at lsadams@tamhsc.edu.
- 5) Bring the file to our office. We are located in the Medical Sciences Library Building in room 007. You would enter the Medical Sciences Library Building and take the stairs or elevator to the basement. Our office is at the bottom of the stairs.
- 6) Fill out the Large Format Poster Form below.
- 7) We will save the file in our database and begin processing your order promptly.

Large Format Poster

Name _____

Local Phone/E-mail _____

Department _____

PI _____

Account Number _____ DUE DATE _____

(Note: An account number is necessary before we begin processing the order.)

Filename _____

Dimensions _____ X _____ *(Note: One side MUST be less than 56" if printing from PPT.)*

Check the appropriate boxes:

Platform: PC Mac Mac Version: 9 OSX

PPT Version: PC: 2003 2007 2010 MAC: 2004 2008 2011

Proof: Yes No Tube: Yes No

PDF File JPEG File

Lamination: No Yes If yes: Glossy Satin

Additional Notes:

For questions/comments please call 979-845-1934 or email Alexandra (Alex) Maas at maas@tamhsc.edu.