

ORDER FOR POSTER PRINTING USED BY GU

Department of Chemical and Biological Engineering, Chalmers University of Technology

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- General Information -

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Comments:.....

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*Compulsory fields.

Instructions for poster printing

1. In order to print the poster contact:

Martina Butorac

e-mail: butorac@chalmers.se

phone: 772 3860

office: Room 3057B (Systems Biology Group; 6th floor - KEMI building)

2. Bring the poster file in one of the following formats:

- PPT (Microsoft Office PowerPoint) – *recommended*
- PUB (Microsoft Office Publisher)
- PDF file format (if you use Adobe Illustrator or InDesign to make a poster, please contact me for additional instructions before you convert to PDF)

Note: Preset the size before bringing the poster. The paper we use for printing has a maximal width of 91,4 cm. Maximal length should be 130 cm.

3. Bring properly filled "Order for poster printing".
4. We will check the file(s) together and arrange the pick-up date, usually **2 working days** after you bring it. Be aware that we have other functions besides helping you, so please consider to plan your visit in a good time in advance.
5. We **do not** accept the poster and "Order for poster printing" sent by e-mail.
6. Cost for the poster: 80% coverage and size A0 of coated paper 150g/sqm: 200 kr. For inquiries on payment, please contact Erica Dahlin (erica.dahlin@chalmers.se; phone: 772 3835; office: Room 3053)
7. The poster printing service is available **only** for the Department of Chemistry at GU.