UNH ESRC
Poster Printing Services
http://posters.unh.edu

Spring 2017 URC
Poster Printing Guide

Why Choose Us?
We are conveniently located On Campus in Morse Hall, Room 253. We offer a $25 Discount (Use Code: ‘URC-GRC’), complimentary full size draft prints, and on-line order tracking.

How Much Does It Cost?
Conference Discounts Applied:

<table>
<thead>
<tr>
<th>Items</th>
<th>Matte Price</th>
<th>Glossy Price</th>
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</thead>
<tbody>
<tr>
<td>24” x 36”</td>
<td>$18.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>32” x 40”</td>
<td>$25.00</td>
<td>$30.00</td>
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<tr>
<td>36” x 48”</td>
<td>$35.00</td>
<td>$40.00</td>
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<tr>
<td>42” x 56”</td>
<td>$50.00</td>
<td>$55.00</td>
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<tr>
<td>42” x 60”</td>
<td>$50.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Poster Tubes</td>
<td>$4.00</td>
<td></td>
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</tbody>
</table>

Free complimentary full size draft w/ each order

When Are You Open?
UNH ESRC Poster Printing Services is open Monday to Friday from 9am to 7pm for printing and poster pick-up.

How Do I Place an Order?
1. Go to our URL: http://posters.unh.edu/
2. Register: Create a Username and Password
3. Click on the Place Order option on the menu bar
4. Choose File: MS Power Point (.ppt, .pptx), PDF, or Adobe Photoshop formats accepted
5. Make sure to include your name in your file name

Example: David_Haselton_URC_poster.pptx
6. Fill out all required fields [*], then click Continue
7. Use Code: ‘URC-GRC’ for discount pricing
8. Tell us more about your poster to include it in the official UNH Research Poster Gallery
9. Lastly, print an invoice for your records

How Do I Save a PDF/PPTX?
1. Open PowerPoint
2. Go to File on the menu bar, and click Save as
3. Include your name in your file name.
4. Save your poster as either .pdf or .pptx

How Long Will It Take?
Posters are usually printed within 24 Hours of when they are received; they may take longer at certain times of the year. Please plan accordingly. You can pick up your poster in Morse Hall, Room 253. Posters for UNH Manchester are sent via campus mail. Special scheduling arrangements for large quantity print jobs should be made in advance.

Questions?
For more information about the UNH ESRC Poster Printing Service please contact Michael Routhier: mike.routhier@unh.edu or stop by Morse Hall, Room 253.

We accept credit cards, cash, and encumbrance numbers.