



## NAMING YOUR FILE

Include your name in your file name.  
**Example:** "John\_Smith\_URC\_poster.pptx"

## PRINTING SCHEDULE

Please allow **24-48** hour turnaround. *Add an extra day for lamination or printing to rigid material.*

**Proofs:** Plan ahead and add an extra two days, as proof and final poster are not run on the same day.

## PRICES

**Posters printed on paper** (student discount applied)

<b>18" x 24"</b> .....Matte - \$18.00	<b>36" x 48"</b> .....Matte - \$45.00
Gloss - \$28.00	Gloss - \$55.00
Cloth (Canvas) - \$40.00	Cloth (Canvas) - \$75.00
<b>24" x 36"</b> .....Matte - \$25.00	<b>40" x 56"</b> .....Matte - \$55.00
Gloss - \$35.00	Gloss - \$65.00
Cloth (canvas) - \$50.00	Cloth (canvas) - \$85.00
<b>32" x 40"</b> .....Matte - \$35.00	<b>40" x 66"</b> .....Matte - \$65.00
Gloss - \$45.00	Gloss - \$75.00
Cloth (canvas) - \$60.00	Cloth (canvas) - \$95.00

**11" x 17" Proof** = \$8.50      **Tube** = \$4.00

**Lamination gloss or matte finish** (student discount applied)

18" x 24" - \$3.90	36" x 48" - \$15.60
24" x 36" - \$7.80	40" x 56" - \$20.22
32" x 40" - \$11.56	40" x 66" - \$23.83

**Posters printed directly to rigid material**

<b>18 x 24 on 100% recycled ImageMax Board</b>	<b>\$25.00</b>
18 x 24 on Plastic Foam Core Board	\$35.00
<b>24 x 36 on 100% recycled ImageMax Board</b>	<b>\$40.00</b>
24 x 36 on Plastic Foam Core Board	\$50.00
<b>32 x 40 on 100% recycled ImageMax Board</b>	<b>\$60.00</b>
32 x 40 on Plastic Foam Core Board	\$70.00
<b>36 x 48 on 100% recycled ImageMax Board</b>	<b>\$75.00</b>
36 x 48 on Plastic Foam Core Board	\$85.00
<b>40 x 56 on 100% recycled ImageMax Board</b>	<b>\$90.00</b>
40 x 56 on Plastic FoamCore Board	\$100.00

## HOW TO SUBMIT YOUR FILE

Include your name in your file name.  
**Example:** "John\_Smith\_URC\_poster.pptx"

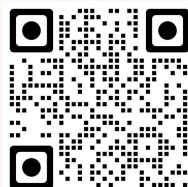
- Online**  
www.unh.edu/printing
- Email** printing.services@unh.edu  
Include complete information - name, phone# size, paper, date due, and college( PAUL, CEPS, COLSA, COLA, HHS, MANCHESTER, KEENE, LAW  
**DO NOT JUST EMAIL US A FILE- IT WILL NOT BE PRINTED.**
- Drop off your file** at Printing Services, 10 W. Edge Drive

## QUESTIONS?

Call 862-3533 or 862-0537

Email darleen.smith@unh.edu **OR**  
printing.services@unh.edu

Order at **www.unh.edu/printing**



## SETTING UP YOUR FILE

- Set your page size correctly.**

PowerPoint on the PC: Design – Page Setup – “Slides sized for:” select **Custom**, enter the correct width & height.

PowerPoint on the Mac: File – Page Setup – “Slides sized for:” select **Custom**, enter the correct width & height.

- 3/8-inch margins minimum from edge of poster.**

Allow at least 3/8-inch margins for all text and images. Any less and edges of type/images may be cut off during trimming. (OK to extend the background past the edge so it bleeds when we cut it.)

- Avoid fancy backgrounds.**

The use of some of the “fancy” backgrounds can cause unpredictable results during printing, and makes the text more difficult to read.

- CAUTION! Enlarging images.**

Images downloaded from the web are low-res (36-72 dpi). **For best quality use images that are at least 150 dpi at the size you are using them.** Exercise caution when enlarging rasterized images (ie. jpeg, tiff, png, gif), unless you know they are high enough resolution.

- Color: what you see is NOT what you get.**

Colors often appear differently on-screen than on paper. If color is a concern, please consult our color chart for accuracy (available at Printing Services).

## FILES ACCEPTED

Please provide **PDF, along with the original file (PowerPoint, Photoshop, InDesign, etc).**

(PDF eliminates font substitutions. However, if we need to troubleshoot the file, we will need the original file.) Please avoid using Canva if possible, as it was developed for web & mobile, and is not ideal for printing.

## DELIVERY

Posters **paid in advance** by department encumbrance number can be delivered to the department office.

All others posters must be picked up at Printing Services, 10 West Edge Drive.

## PAYMENT

Payment can be made by cash, credit card, check, or department encumbrance number.