

Poster Printing



Ordering Directions:

Please indicate:

- poster size you would like
- indicate number of copies needed on chart
- indicate if you want it printed in black or in color
- fill out the bottom portion completed details and submit this sheet plus poster design to ESCprintshop@esc6.net If you have any questions please call Rose Woolever at (936)435-8245.
- Send document in **Word format**

How to submit:

- Please fill out a separate form for each different poster that you would like printed
- Click submit button and attach your design
- You may use the same PO # for multiple orders (if you have more than one poster at the time you are placing the order).
- (Example: if you have 3 posters you would like to have printed it would require 3 poster request forms with the same PO# on each form put: poster 1, poster 2, etc.).

NOTE: Posters will be printed as the orders come in. Extra time is needed for printing large volumes.

- **If you are requesting a large volume of posters to be printed, please contact Rose Woolever at (936)435-8245 to assure that poster deadline can be met or if additional time is needed.**

Number of Copies: _____

Purchase Order Total: _____

Paper Size	Bright White Paper	Coated Paper	Semi-Gloss Paper	Black Ink per Poster: \$1.75 (All Black NO Color)	Color Ink per Poster: \$3.50 (Includes Black Ink)
17X22	\$2.00	\$2.50	\$4.00		
22X34	\$2.50	\$3.00	\$5.50		
24X36	\$3.00	\$3.50	\$6.00		
28X40	\$3.50	\$4.00	\$6.50		
34X44	\$4.00	\$4.50	\$7.50		

Today's Date: _____ Date needed: _____

School District _____

Campus/Location _____

Requested by _____

Phone # _____

PO # _____