



Digital Copy Center
108 K-State Student Union
785-532-6596
copyserv@ksu.edu

KANSAS STATE
UNIVERSITY

Large Format/Poster Order Form

CSR _____

Todays date: _____

Date needed: _____

Customer name: _____

Phone #: _____

Department: _____

(if billed to an account)

Req #: _____

Auth. sig _____

Program used: _____

File name(s): _____

File location: _____

Large format proof needed: Y N

Large format scan(s): # _____

Large format poster #1: **HP** **Cannon**
Enlarge? Y N % _____

Qty _____ Size _____

Paper: gloss matte vinyl 60#

Mounting: yes no

Laminating: yes no

Grommets: yes no

Large format poster #2: **HP** **Cannon**
Enlarge? Y N % _____

Qty _____ Size _____

Paper: gloss matte vinyl 60#

Mounting: yes no

Laminating: yes no

Grommets: yes no

Comp time _____