

POSTER ORDER CHECK LIST

To Order a Poster to be Printed

Send all inquires and files to:

posters@fsdonline.com

Include the following information:

1. Your Name **required** *include your name in the file name*

Preferred File Types **.pdf .ppt .pptx .ai**

2. Your Phone number **required**

3. Department Manager name **required**

4. Department Manager contact information **required**

5. Your method of payment **required**

UTSW PO - *Contact FSD to request a quote for PO approval*

Credit Card - *All major Credit Cards accepted*

Prior to using a Credit Card, please verify you will be able to be reimbursed.

Cash or Check

6. Your Media Selection **required**

Sqft measurements are rounded up to the nearest sq/ft

Semi-Gloss —————→ \$ 6.50/sqft

Matte —————→ \$ 6.50/sqft

Gloss —————→ \$ 8.5 /sqft

Fabric —————→ \$12.5/sqft

7. PROOF —————→ \$10.00

YES or **NO** **required** *see the proof rule @ fsdonline.com/posters*

Proofs are printed reviewed at FSD or may be emailed

8. Travel Tube Yes or No **required**

Single use —————→ \$ 7.5 ea

Reusable / expandable —→ \$25. ea

9. Background color **YES** or **NO** **required**

Does your poster have a background color, pattern or gradient?