[](http://www.materials.ox.ac.uk/)

**Poster Order Form**

For posters from UAS Reprographics only (used to be IT services) not Physics posters

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your details** | | | | |
| Your name | |  | | |
| **Funding details** | | | | |
| Cost or project code |  | | Source of funds/task number |  |
| **Poster Details** | | | | |
| Number of posters |  | | Poster Size | 🌕 A5  🌕 A4  🌕 A3  🌕 A2  🌕 A1  🌕 A0  **Tick one** |
| Colour of poster paper |  | | Type of poster | 🌕 Matt  🌕 Glossy  🌕 Other  Specify: |
| Printing colour | 🌕 Colour  🌕 Black and white   No | | Full bleed  Printing to edge of paper | 🌕 Yes  🌕 No |
| Is Artwork being provided with this request. | 🌕 Yes  🌕 No | | Is hard copy proof required? | 🌕 Yes  🌕 No |
| **Delivery Details** | | | | |
| Will you collect from Reprographics at Wellington Square? | 🌕 Yes  🌕 No | | If no please give delivery address here |  |
| Additional notes |  | |

|  |  |
| --- | --- |
|  |  |
| Originator signature | Date |
|  |  |
| Authorisation | Date |

For office use: BFELLOWS - CA181

<http://www.admin.ox.ac.uk/estates/ourservices/fm/fmonline/buildings/reprographics/>

Copy to Poster Request File – NO PO