Mentored Student Research Program
Poster Order Form

1) *Create poster in Powerpoint.*
2) *Change **PAGE SIZE** to the size below. (click on Design Tab, click on Page Size)*
3) *When poster is finished, print an 8 ½ x 11 copy. Proof, edit and revised until satisfied.*
4) *Then, please, fill out information below.*
5) *Use **TAB** key to get to next section and use **ENTER** to **check** boxes.*
6) *When finished, **SAVE TO:** your computer and close.*
7) *Create an email: Attach this Poster Order Form and your PowerPoint.*
   a. *Please: one order form and one file per email*
8) *Please put the **first FOUR words** of the title of the poster on the **PROJECT NAME/Title** on the **EMAIL'S SUBJECT LINE**. **Please have them the same in both areas.***
9) *Send to the Print Shop.*
10) *Notification will be emailed to come and sign **ON** the color proof. This is for verification on color and overall visual effect.*
11) *Notification will be emailed when Poster is ready for pick up.*

DEADLINE:

Students need to HAVE SIGNED THE PROOF COPY by 3:00 PM, TUESDAY, JULY 15, 2014.
Please submit your order early with the deadline in mind.

Today's date:	
Date needed:	*Before program on Friday, July 18, 2014*
PROJECT NAME/Title (first 4 WORDS only, please)	
Requested by (person emailing):	
Event:	*Mentored Student Research Program*
12-digit account #:	*112-3113-56410*

Poster Size: 42 " x 54.35"

DMU printing waiver:

Please check **ONE** box & and type in your initials. ***ONE only, please!***

I certify that no copyrighted material is included in this poster.	☐	initial:
Meets classroom copyright criterion for "brevity, spontaneity and cumulative effect."	☐	initial:

Cost: **$20** Date Finished: Done by:

Thank you for using the Print Shop for your printing needs! ☺