

Poster Request Form

EECN Request # (Support #) _____
(# received after email to eecnposter@mtu.edu)

Name: _____

Email Address: _____

Date Poster is Needed: _____
(Allow two business days minimum)

Poster Dimensions: _____

Account Number: _____

Bill-To Email Address: _____

File Format (i.e. PowerPoint): _____

Type of Paper Desired (please circle 1 of 3): Semi-Gloss Heavy-Weight Bond

Please Attach the Following Items:

- Poster on CD-ROM
- 8.5"x11" printout of poster

Check List:

- Emailed eecnposter@mtu.edu for a Request # (Support #)
- Poster was designed to correct final dimensions
- Included CD-ROM
- Included 8x11 printout of poster
- Labeled CD-ROM with EECN Request Number
- Labeled Printout with EECN Request Number

For More Information See:

<http://www.eecn.mtu.edu/posters>

PLEASE PLACE THIS FORM WITH YOUR CD AND PRINTOUT IN THE POSTER DROP OFF BOX IN DILLMAN 207. (IF OFFICE IS LOCKED, PLEASE PLACE IN MAIL SLOT IN DILLMAN 207 DOOR)