

SVC ORDER FORM

510.643.6838 svc@berkeley.edu ib.berkeley.edu/svc/index.html

DATE REQUESTED DATE NEEDED

NAME

DEPT

PHONE

EMAIL

PRINTING INFORMATION

FILE NAME (lastname_postername_22x36.pdf)

FILE TYPE

ie: PowerPoint, Illustrator, PDF

MAC PC UNIX W: H:

Poster Paper Choice

Heavyweight Standard \$1.27 ~ cost / linear inch

Photographic Semi-Gloss \$2.23

Photographic Gloss \$2.23

Trimming will automatically have a 3/16 inch border.

If you require a larger border, it must be designed in your poster file.

Laser Paper Choice ~ do not use for large format poster printing

Standard Paper Black / White

Premium Paper Color

Supply your own

Photo Paper Choice ~ do not use for large format poster printing

Photo-gloss 8.5 x 11

Premium 11 x 17

Bright White (13 x 9 not available) 13 x 19

*If you can't save this form, use Excel version ~ save as lastname_orderform.pdf or .xls

PAYMENT INFORMATION

* we only accept chartstring and check only ~ **no credit cards or cash**

PI NAME

DEPT

FUND	ORG	PRG	PROJECT	FLEX
C	H	A	R	T
S	T	R	I	N
G				

CHECK *payable to UC Regents

Self Pick-Up *call or email to schedule

Small Tube \$3.75

RUSH \$20.00 ~ under 24 hours

Large Tube \$5.38

SHIPPING OPTIONS

* SVC will only provide shipping for chartstring clients

FedEx Overnight

FedEx Saver

FedEx 2nd Day

DHL

FedEx Ground

UPS

FREIGHT ACCT#

*SVC will charge actual Fedex, DHL or UPS cost, plus up to \$5.38 per shipping tube

SHIPPING ADDRESS

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RECIPIENT'S PHONE

SVC Office Use Only

PRINTED PAID PICKED UP PROCESSED