

DIGITAL PRINT CENTER

Princeton University
201 Nassau Street
Princeton, NJ 08540
609.258.5560

Hours: M-F, 9:00 a.m. - 5 p.m.

LARGE FORMAT ACADEMIC POSTER PRINTING

Instructions for Submitting Your Print File:

The following instructions are for academic posters larger than 13" x 27".

1. File type: submit a hi-res, print-ready PDF file at 100%. (That means if your poster is 30" x 40", then your PDF file should be 30" x 40".)
2. Email your PDF file to digitalprintcenter@princeton.edu. In your subject line type subject and name as follows: "Large Format Academic Poster – Alex Smith". If your file is too large to email, please send a link to your dropbox, google drive, or drop off a flashdrive. (We will return your flashdrive when you pick up your printed poster.)
3. In your email, include the following information:

Name

Department

Cell phone number

Email address

Type of Student/Faculty: Undergrad, Grad, PostDoc, Faculty, Visiting Professor

Size of poster

Due Date (Provide date and time you need to pick up your poster. NOTE: See Center hours above.)

Payment type (credit card or department charge) NOTE: If you are paying by department charge, include your chartstring #

Standard turn-around for academic posters is 2-3 business days with a minimum of 24 hours notice. Please inquire if you need your poster sooner and we will make every effort to accommodate your request.

4. Pricing: Academic Poster Printing only

- Standard printing rates: \$6/s.f. for FSC bond, \$8/s.f. for satin or gloss photo paper. Additional fees will be added for file setup and trimming. FSC bond is our standard stock.* You must specify if you prefer satin or gloss
- Student discounted pricing (for undergrad students, grad students, and Ph.D. candidates only): \$4/s.f. for FSC bond, \$6/s.f. for satin or gloss photo paper. FSC bond is our standard stock.* You must specify if you prefer satin or gloss
- Mounting on white foam board: \$6/s.f. additional**
- Mailing tube: \$3 each (Note: all unmounted academic posters will include a tube. If you have your own tube and do not wish for us to package your poster in a tube, please let us know when submitting your order)

* Heavy ink coverage may need to run on satin photo paper at our discretion.

** There is no student discounted pricing for mounting.

5. Questions? If you have any questions about how to prepare your file, please contact the Digital Print Center at 258-5560, digitalprintcenter@princeton.edu.

6. Estimate: Please contact digitalprintcenter@princeton.edu if you require an estimate prior to printing your academic poster.