

# Cavendish Laboratory Printing Service - Request Form

Due to the popularity of this service, and to ensure delivery of your poster on the required date,

**At busy times a minimum of 10 working days notice is strongly advised!**

Date Required: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Your Name: \_\_\_\_\_ Research Group \_\_\_\_\_

Phone No: \_\_\_\_\_ e-mail: \_\_\_\_\_

Please charge this printing to: CUFS Code \_\_\_\_\_

Your group secretaries can provide the correct CUFS code

Signature of account holder: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

What size would you like your poster printed? (tick boxes)

A0	841 × 1189	A1	594 × 841	A2	420 × 594	A3	297 × 420
----	------------	----	-----------	----	-----------	----	-----------

An A3 size test print is supplied in all cases for your approval before printing to full size

How many copies do you require:    1    2    (please circle)

What type of file are you providing? (tick box)

<input type="checkbox"/> .pdf	<input type="checkbox"/> .pptx	<input type="checkbox"/> .jpg	<input type="checkbox"/> .tif
-------------------------------	--------------------------------	-------------------------------	-------------------------------

What is the file name? \_\_\_\_\_

We accept Powerpoint or pdf files, enabling us to take full advantage of the printing software.

**Please provide your files on a USB memory stick. Please do not send poster files via email**

Printing of posters will normally be completed within **10 working days**, following receipt of appropriate file(s) along with this fully completed Cavendish Laboratory Printing Service form.

If you have any questions or require any further information, please contact Kelvin Fagan on extension 37409 or via e-mail to [kjf21@cam.ac.uk](mailto:kjf21@cam.ac.uk)

Office use only \_\_\_\_\_

**Test print done**

**Test print approved**

**Final poster printed**

Printing completed by: \_\_\_\_\_

Total Printing Services costs: £    :

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I can confirm that I have collected my poster \_\_\_\_\_