

Community Service Day – April 2, 2009

Guidelines for \$70.00 Roll Poster

4 ft x 3 ft • No Proof • Matte Paper

Submission Deadline – March 23, 2009, 4:30 p.m.

Guidelines must be followed to receive the \$70.00 price

REQUIREMENTS

Must use one of the templates 6 provided
 (Red, Orange, Navy Cream, Navy Gold, Gradient Blue & Blue Gradient Parchment)
 Color changes not accepted

Templates available at <http://ims.uthscsa.edu/printing/displays.aspx>
Hard Copy is Required - PLEASE PROOF CAREFULLY

Text & Fonts

Text Input:

1. You can type directly into the PowerPoint template or you may copy/paste from another PowerPoint document.
2. In Microsoft Word you can key your text in or copy/paste into the PowerPoint template.

Fonts:

We only accept the following fonts:
 Times / Times Roman / Arial / Helvetica
 For math symbols:
 Symbol

Graphics & Imported files

- Use only TIF or JPEG files with resolution of 150 dpi. Images taken from the internet are generally low resolution, 72 dpi, and will not print well. **Please Note:** If your images are scanned at too high of a dpi, the printing time will be increased and it may create print problems with the file.
- Graphs can be created in PowerPoint, Excel or Microsoft Word, Windows Metafiles can also be inserted into the file.
- **All original files must be included on the cd or flash drive (TIFF, JPEG, Excel, PowerPoint or MS word files)**

Priority Charges

Any jobs received after the due date will be subject to a priority fee according to the following rates. Priority fees will be paid by the student on a separate service request.

Mar. 24	\$20.00
Mar. 25	\$25.00
Mar. 26	\$30.00
Mar. 27	\$35.00
Mar. 30	\$40.00
Mar. 31	\$45.00
Apr. 1	\$50.00

Services & Materials

Roll Poster Special	\$70.00
Precut mat board will be available in Lapis, UT Orange, Black, Red and Green Size 10 ½ x 13	\$1.20/panel
Additional services/products available:	
Poster lamination	\$41.75
Shipping tube	\$5.50 each

Please direct questions to: 567-2250 or
mwsservicedesk@uthscsa.edu
 Submit file & hard copy to:
 ATS/Multimedia Production
 Dental School, 4th Floor, Room #4.476T