

# SVC ORDER FORM



510.643.6838



svc@berkeley.edu

ib.berkeley.edu/svc/index.html

DATE REQUESTED ..... DATE REQUIRED .....

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 ~ next day delivery

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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SVC Office Use Only

PRINTED

PAID

PICKED UP

PROCESSED