

**HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF GEOGRAPHY
PRINTING REQUEST FORM**

NAME _____

DEPARTMENT _____

EMAIL _____ **PHONE** _____

WHO ARE YOU? (CHECK ONE):

FACULTY _____ **STUDENT** _____ **TA** _____ **ADJUNCT** _____

ALUMNI _____ **STAFF** _____ **OTHER** _____

PURPOSE (CHECK ONE):

PROFESSIONAL USE _____ **PERSONAL USE** _____ **CLASSROOM USE** _____

OTHER _____

FILL IN QUANTITY:

Size (inches)	Type	Cost*	Quantity
11 x 17	Tabloid	\$5	
18 x 24	Arch C	\$15	
24 x 36	Arch D	\$30	
24 x 48		\$40	
24 x 60		\$50	
36 x 48	Arch E	\$60	

* Pricing is for HP Coated Paper, except for Tabloid and Arch C, where HP Bright White Inkjet Paper will be used. Pricing for other sizes or types of paper is also available upon special request.

Total Amount Due _____

DATE NEEDED _____

Payment is due PRIOR to the printing of the poster(s).

INSTRUCTIONS:

1. Complete this form and return to CLT, Amy Jeu - ajeu@hunter.cuny.edu ~ 1046 HN
2. Send file to CLT (flash drive or email). No proofing or copy editing is done by the CLT. Please allow at least 2 days for printing.
3. Pay the 'Total Amount Due'. You will be given a receipt by the CLT.