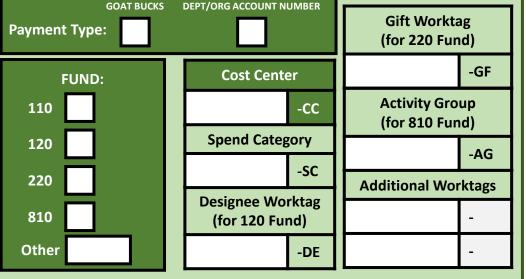
ATC Poster Printing Workorder

for In-person Submission:

	ontact Informa	ation	File Name	Poster Infe	ormation		
First name:							
Last name:							
Email:			Poster Pu	GRIE MQP Da	ay EVENT		
Phone:			Summer		Class	Student	
Patron Class:	Faculty Staff	Undergraduate Graduate	Program	Conference	Assignment	Org Event	
Dept/Major:							
Printing In	formation:	Total Number of	Copies:	Date Needed:	Paper Selec	tion:	
Operating	s System:				Matte	Satin Gloss	
WINDOWS MAC	CHROME						
Linux MULTIPLE Dimensions should be in inches Smallest							
		imension must be grea " and less than or equa		Largest Dimension			
	nformation:	GOAT E	BUCKS DEPT/O	DRG ACCOUNT NUMBER	Gift Wor (for 220 F	-	
obtained fro		FUND:		Cost Center		-GF	

obtained from your departmental or organizational admin or person responsible for funds. Departments supply us with account numbers for GPS and MQP day posters. Dark green areas are mandatory information.



Instructions and more information on the back of this workorder.

This form is for walk-in submission. We guarantee printing in two business days for walk-in submission. On-line submission requires **five business days** in advance (weekend and holidays are not part of the business days). Special drop off dates will be made for large poster events such as GPS, GRIE, and Project Presentation Day.

Poster dropped off at the ATC must be the size they are required for final printing. They must be free of crop mark and registration marks. All posters must be a minimum of 200 dpi for printing. Posters are only for academic or WPI community purposes.

The ATC accepts only PowerPoint files or PDFs. Placing an image on a PowerPoint files does not make it printable and may result in the poster being rejected for printing.

Contact information: this area requires information we need to contact you if there is a problem with your poster. We accept only @WPI.EDU emails. The department or major information is for the point of contact and not for the department paying for the poster.

Poster information: this area is for the file name (please make it something that describes your work) and the purpose of the poster.

In the "purpose details" please provide the following based on the following:

- **GPS**: Great Problems Seminar name or number of class and the name of your advisor.
- **GRIE Day**: Graduate Research and Innovation Exchange name of advisor and advisor's email.
- MQP Day: Major Qualifying Project Day (also known as Project Presentation Day) name of the advisor and advisor's email.
- Event: this is for WPI sponsored events such as commencement, conferences, meetings, athletic events, etc. If the event is being sponsored by a student group, it needs to be reported under "Student Org Event." Please give us the name of the Event.
- Admin: this category is for signage related to operations of departments, such as rosters, directions for labs, any other informational non-event signage (ie., COVID information). Please briefly describe the reason for the poster.
- **Summer Programs**: if signage is for a summer program, such as a camps, REU, or other non-class program, we will need the name the program.
- **Conference**: this category is for a poster that is to be used at a non-WPI sponsored conference. We need the name of the conference that the poster for which the poster is being printed.
- **Class Assignment**: if an instructor assigns a poster, we will need to know the name/number of the class and the instructor's name.
- **Student Org Event**: when a student organization sponsors an event, the billing requires that they use the 810 funding and supply an activity group number. We need the name of the student organization.

Printing information: this information tells us about how to print your poster. If you have questions about cost of the poster, please ask our staff. It is helpful for us to know what operating system you used to create your poster if there are print issues.

Payment information: there are only two options for payment – Goat Bucks and a WPI departmental or organization account number. For WPI accounts, we need both the number and all worktag abbreviations. Most categories already have the abbreviations, unless you are submitting additional codes. The fund and cost center are mandatory information. The default spend category for posters is 1272.

Notes/Attached USB Drive	ATC USE ONLY		
	Submission Date:		
	Logo Reviewed:		
	Size Confirmed:		
	Borderless Print?		
	Heavy Ink Charge?		
	Reviewer's Initials:		