

**Poster Order Form**

For posters from UAS Reprographics only (used to be IT services) not Physics posters

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| --- |
| **Your details** |
| Your name |  |
| **Funding details** |
| Cost or project code |  | Source of funds/task number |  |
| **Poster Details** |
| Number of posters |  | Poster Size | 🌕 A5🌕 A4🌕 A3🌕 A2🌕 A1🌕 A0**Tick one** |
| Colour of poster paper |  | Type of poster | 🌕 Matt🌕 Glossy🌕 OtherSpecify: |
| Printing colour | 🌕 Colour🌕 Black and white No | Full bleed Printing to edge of paper | 🌕 Yes🌕 No |
| Is Artwork being provided with this request. | 🌕 Yes🌕 No | Is hard copy proof required? | 🌕 Yes🌕 No |
| **Delivery Details** |
| Will you collect from Reprographics at Wellington Square? | 🌕 Yes🌕 No | If no please give delivery address here |  |
| Additional notes |  |

|  |  |
| --- | --- |
|  |  |
| Originator signature | Date |
|  |  |
| Authorisation | Date |

For office use: BFELLOWS - CA181

<http://www.admin.ox.ac.uk/estates/ourservices/fm/fmonline/buildings/reprographics/>

Copy to Poster Request File – NO PO