May 5, 2014

Dear Carleton Faculty:

If your students are involved in creating poster presentations, you need to know that each term there is an increasing demand for complex poster graphics. Print Services requests your assistance with the following details pertaining to the posters your students are expected to complete this term.

Please email the following information to Print Services staff immediately to ensure that an adequate quantity of supplies can be stocked for poster production.

Send an email to printservices@carleton.edu.
- Faculty Name:
- Class Name:
- Charge Number if charged back to department, or state that student is responsible for charge:
- Total Quantity Of Posters Needed:
- Date Poster must be Ready for Pick Up:
- List of Students Involved in Class Poster Project:

Please be advised of the following important guidelines:
- Students must submit poster files through the Print Services College Business Standard Submission link if a college budget is paying for the print, or the Personal Standard Submission link if the student must pay for the print.
- We need 48 hours (Mon-Fri) to print a poster presentation up to 19 students.
- We need 72 hours (Mon-Fri) to print a poster presentation for 20 or more students.
- Same day turnaround is NOT an option weeks 7-10 of the term.
- Contact us immediately if you need to discuss different options.

We will do everything in our power to work through this high demand period for poster printing.

Thank you very much for your cooperation.

Loretta Springer and Corey Pulju
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Carleton College Print Services, Ext. 4186