

Elon Print Services

(336) 278-5582

printservices@elon.edu

202 Manning Ave Suite A&B, Elon, NC 27244

Cost: \$39 (no tax if submitted under Departmental Order)

- Save your poster as a pdf (pdf must be sized as 48" x 36")
- Check the pdf to make sure it looks as you want it to look and double-check that the size is correct.
- Please submit posters by **Thursday, July 13th by 12:00 pm**. (Early submissions are appreciated.)
- Print Services will email you when your poster is ready for pick up.

Here are step-by-step instructions to help with your submission:

1. Prepare file in pdf format. Pdf file must be sized 48" x 36".
2. Log in to <https://printorder.elon.edu>
3. Click on Departmental Orders > Large Format Printing > SURF Poster "Order"
4. Click Continue (all info is auto filled)
5. Upload pdf file and enter a Job Name, click Checkout, and accept proof when prompted
6. For Delivery Information, **enter N/A** for Building & Room #, and **N/A for Campus Box**. Enter in your phone number, and click Billing Info.
7. For Shipping, click the dropdown and select "Pickup at Print Services". **Office delivery will NOT be available.**
8. Enter SURE2023 in for the Budget Code and click Review Order
9. Review and click "Send Order" at the bottom of the page

Office Depot

(336) 226-6122

ods00253cpc@officedepot.com

1825 South Church St., Burlington, NC 27215

Cost: \$34.36 plus tax (standard paper, poster only; size: 48" x 36")

* This price only works when you place the order in store in person or submit it via email. If you place the order via their website, the price will be higher.

- Save your poster as a pdf on a flash drive
- **Check the pdf to make sure it looks as you want it to look and double-check that the size is correct**
- Place your printing order at least two business days before you need it.
- **Be sure to tell them that you are an Elon student to receive this discounted price**