

**SGA Poster Printer
Request Form**

Requestor: _____

Department: _____

USource to be Charged: _____

Number of Posters to be Printed: _____

Size of Posters to be Printed: _____

Example: If you would like a 22 x 28 poster, please indicate that here. You will be charged for a 24x28 poster as the poster paper is 24 inches wide.

Total Cost: _____

Please refer to the attached Color Poster Printing Charges spreadsheet. The cost of a poster is \$1.26 per square foot. If the requestor is an outside entity, six percent sales tax will be charged. If the size you're interested in is not listed on the Color Poster Printing Charges spreadsheet, the following formula may be used to calculate the total cost:

2 (the Width Square Feet will always be 2 as the paper is 24 inches wide) x Length Square Feet (length / 12) = Total Square Feet x \$1.26 = Total x .06 (sales tax / if an outside entity).

Signature of Requestor: _____ **Date:** _____

Signature of USource Manager: _____ **Date:** _____

Please submit the completed form and artwork (PDF files only) to Lacey Shillingburg at llshillingburg@frostburg.edu. Poster requests will not be processed until the completed form is submitted.

Color Poster Printing Charges

Width	Length	Width Sq. Feet	Length Sq. Feet	Total Sq. Feet	Cost per Sq. Foot	Total	Tax	Total
24	5	2.00	0.42	0.83	1.26	\$1.05	\$0.06	1.11
24	7.5	2.00	0.63	1.25	1.26	\$1.58	\$0.09	1.67
24	8.5	2.00	0.71	1.42	1.26	\$1.79	\$0.11	1.89
24	9	2.00	0.75	1.50	1.26	\$1.89	\$0.11	2.00
24	12	2.00	1.00	2.00	1.26	\$2.52	\$0.15	2.67
24	15.5	2.00	1.29	2.58	1.26	\$3.26	\$0.20	3.45
24	18	2.00	1.50	3.00	1.26	\$3.78	\$0.23	4.01
24	22	2.00	1.83	3.67	1.26	\$4.62	\$0.28	4.90
24	24	2.00	2.00	4.00	1.26	\$5.04	\$0.30	5.34
24	27	2.00	2.25	4.50	1.26	\$5.67	\$0.34	6.01
24	26	2.00	2.17	4.33	1.26	\$5.46	\$0.33	5.79
24	28	2.00	2.33	4.67	1.26	\$5.88	\$0.35	6.23
24	30	2.00	2.50	5.00	1.26	\$6.30	\$0.38	6.68
24	32	2.00	2.67	5.33	1.26	\$6.72	\$0.40	7.12
24	34	2.00	2.83	5.67	1.26	\$7.14	\$0.43	7.57
24	36	2.00	3.00	6.00	1.26	\$7.56	\$0.45	8.01
24	39	2.00	3.25	6.50	1.26	\$8.19	\$0.49	8.68
24	40	2.00	3.33	6.67	1.26	\$8.40	\$0.50	8.90
24	48	2.00	4.00	8.00	1.26	\$10.08	\$0.60	10.68
24	56	2.00	4.67	9.33	1.26	\$11.76	\$0.71	12.47
24	60	2.00	5.00	10.00	1.26	\$12.60	\$0.76	13.36
24	66	2.00	5.50	11.00	1.26	\$13.86	\$0.83	14.69
24	72	2.00	6.00	12.00	1.26	\$15.12	\$0.91	16.03
24	74	2.00	6.17	12.33	1.26	\$15.54	\$0.93	16.47
24	77	2.00	6.42	12.83	1.26	\$16.17	\$0.97	17.14
24	80	2.00	6.67	13.33	1.26	\$16.80	\$1.01	17.81
24	90	2.00	7.50	15.00	1.26	\$18.90	\$1.13	20.03
24	96	2.00	8.00	16.00	1.26	\$20.16	\$1.21	21.37