**COMMUNICATIONS SERVICES**  

**Wide Format Printing - Art & Design**  
G-40 Kowalewski Hall • ML 0573 • Phone: 513.558.0161 • Fax: 513.558.4120

Date In: ____________________

Due Date: _______________

1. Complete form  
2. Press Send!  
3. Attach print file to email

**MMIS Client #: __ __ __**  

* = required field

**OR**

**Fund: __ __ __ __ __**

**Cost Ctr: __ __ __ __ __ __ __ __ **

**Dept: __________________________**

**Bldg: __________________________ ML: ________**

**Function: __**

**Contact: __________________________**

**Phone: ________ Fax: ____________**

- I will pick up in room G-40 Kowalewski Hall
- Please deliver To: Building ________ Room ________

File Name: ____________________________________________________________

Print Size: __________________________  Proof necessary?  ○ Yes  ○ No

**Media/Finishing:**

- Paper  ○ Fabric  ○ Vinyl banner  ○ Self-adhesive Vinyl
- Laminated ○ Gloss  ○ Matte  ○ Removable  ○ Permanent

- Mounted ○ Foam
  ○ White  ○ Black
  (with laminate) ○ Gloss  ○ Matte  ○ Self-adhesive vinyl (no laminate needed)
  ○ Gator (laminate required for mounting)
  ○ White  ○ Black
  ○ Gloss  ○ Matte

Notes: ___________________________________________________________________

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