



LAKE ERIE CENTER

## Printing Guide for Posters

Date: 1/26/06

The LEC has a 42 inch wide large format printer for poster printing.

Contact Jim at the LEC for printing. You will supply Jim with a Power Point, Jpeg, PNG, or other suitable document format.

- Embed exotic fonts (not found in a typical windows installation) this is especially true for Power Point.
- One edge must be 41 inches, this leaves a half inch on each side of the 42 inch paper, a requirement. For instance:
  - 41x36
  - 41x48
- Final document checks are your responsibility. Misspelled words will remain uncorrected. Prints are made as received. Reprints are charged at the same rate as the first print.

### Printing Charges

LEC STAFF	\$25.00
LEC RESEARCHERS	\$25.00
NON LEC RESEARCHER	\$40.00
LEC PARTNERS	\$40.00
UT Departments	\$60.00
Non LEC related printing	\$80.00
NON WHITE BACKGROUNDS	add \$20.00

All printing is done on Glossy paper.

Any gratis printing must have a copy of this document signed by the Director Carol Stepien.

Who is to receive gratis printing: \_\_\_\_\_

Director Signature: \_\_\_\_\_