

## Sample Upload Form 2009

Is this a REVISED FILE for a *CURRENT* EXISTING ORDER?

Yes **-Check this if sending a revised file**

### Sender Information

Last, First Name:

Department or Business Address:

Mail Stop:

Phone:

Email:

### Proof

**Do you want a printed proof: Ask for proof first before printing FINAL poster.**

Yes  No (You *must* select an option or **NO PROOF** will be made.)

NOTE: Client assumes responsibility for the color, content, formatting, and size of any UNPROOFED poster (revised or new).

[More information on proofs.](#)

### File Information

Files [created on:](#) **Select the program you used.**

PC (Vista)

PC (XP)

Mac

Other:

\*Final size needs to be [proportional to file page size.](#)

Qty	W*	H*
<input type="text" value="1"/>	<input type="text" value="36"/>	<input type="text" value="24"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attach Files:

**WARNING:** Poster files are purged after 2 weeks. Please be sure to complete your order within that timeframe.

If you are REVISING your order, you don't need to complete the remaining sections. Please send your order by the button below.

### Paper and Special Materials

**Paper Type:**

Economy Bond

**Call for specialty material turnaround times**

(206) 543-9275

- Matte
- Semi-Gloss-**Choose this type**
- Fabric

**Specialty Materials: Leave this blank**  
Call for turnaround times.

- High-Gloss
- Tyvek
- Canvas
- Valeron
- Other:

Payment Method:

- UW Budget Number
  - Number:
  - Name:
- Visa/Mastercard
- Check
- Other:

Delivery method: We cannot mail or ship mounted posters.

- Pick up at Room T-271, Health Sciences-**Choose this option.**
- \*Campus Mail - Attention:
- \*\*UPS, Overnight (Complete street address & phone # needed)
- \*\*UPS, 2nd Day(Complete street address & phone # needed)
- \* Rolled proofs (+\$1.00 tube) or posters only (+\$5.00 tube)
- \*\* Rolled posters only (requires \$5.00 tube) + shipping fee

Special Instructions:

Please note here if you want mounting and/or lamination, or any other instructions.

If you want Agnes Socrates to pick up your proof or poster, let UW posters know by leaving a comment here.

By clicking "Send Order", I, the client, assume responsibility for the color, content, formatting, and size of any unproofed poster.