

How to Order NON-Undergraduate Symposium Research Posters from Printing Services

Tips to ensure your poster is ready by your due date:

- **Plan ahead.** Don't wait until the last minute to place your order.
- Have your **department speedchart number**. No other form of payment is accepted.
- **Use up-to-date logos.** Outdated logos (shield logos and others) will not be printed and correcting your file could delay turnaround time.
- **Choose Curbside Pickup for express orders** and plan to pick up your poster from the cabinet outside of the Printing Services delivery doors on the southeast side of the building. You will be notified when your order is ready.
- **Choose Curbside Pickup or Campus Delivery** for orders with a standard turnaround time. For Campus Delivery provide the building and room number. We do not deliver to dorms.

Designing your Artwork

1. Artwork dimensions must match size ordered.
2. Use a current logo. The shield logo shown below is outdated and will not be printed. Logos should contrast with background color.



Outdated shield logo



Updated logo style

Information and logo downloads are available on the NAU logo portal:

<https://nau.edu/marketing/resources/logos/>

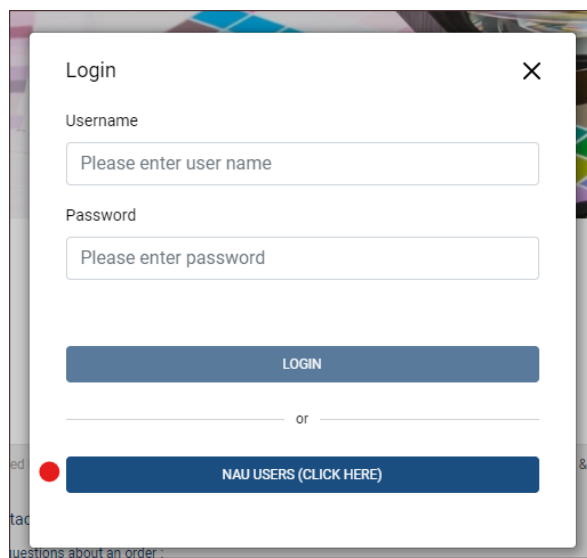
3. Although the NAU CMYK color values shown below are optimal they are not required when artwork is designed in Powerpoint, Canva, or Word.
4. We encourage the use of CMYK color for designers using Illustrator or other Adobe programs. The visual identity guide is here: <https://nau.edu/visual-identity-guide/visual-identity-policy/>.



5. Avoid sending pixelated images. Optimal resolution is 300 dpi.

Steps to Place your Order with Printing Services

1. Go to the [digital storefront](#) to place your order.
2. Click on the **NAU Users** bar to login with your NAU credentials.



3. Use the category dropdown to search **Posters and Signs**.

Categories ▾

Athletics	Course Packs and Class Manu...	FUSD Forms	Letterhead	Posters and Signs
Basic Copy	Custom Boxes	FUSD Stationery	Magnets	Presentation Packets
Booklets	Envelopes	FUSD Stickers and Magnets	Name Tag	Printing Services Calendar
Brochures	Event Signage	Go Green Products	New Product Testing	Stickers and Adhesives
Business Cards	Flyers	Gold Foil Products	Notecards	Table Tents
Campus Dining	Folders	KNAU	Notepads	Undergraduate Symposium Po...
Certificates	Forms	Labels	Postcards, Handout Cards, Rac...	University Transit Services

5. Click on **Posters and Signs** and on the following page select **Rolled Posters** from other poster option images. Click on **Buy Now**.



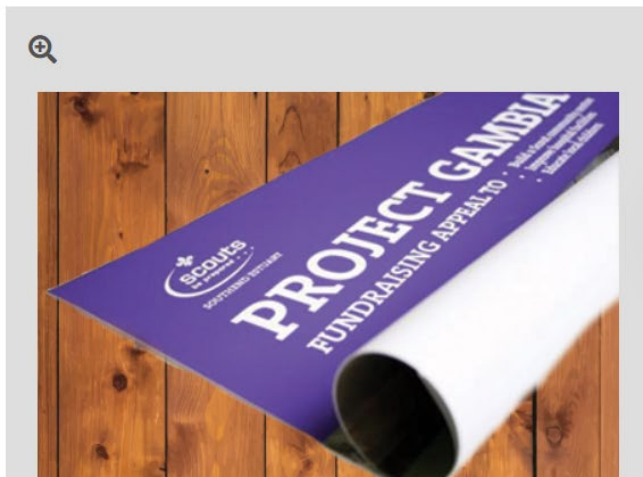
Rolled Posters

Large posters printed and rolled.
Short-term use only. Prints singl...

 Buy Now

6. Choose **Paper Type**

- Coated paper prints with more vibrant color.
- Uncoated paper is more economical and can be written on.



Select your options

Rolled Poster Paper Type

Choose ▾

- Choose
- Uncoated**
- Coated

Large posters printed and rolled. Short-term use only. Prints single sided.

Available Paper Options

Uncoated - Smooth uncoated finish. Excellent paper with great ink holdout.

Coated - Crisp coated finish. Great choice for any printing application.

7. On the following page select paper size and orientation. Go to **Add Files** to upload your file. Your design file will appear on the preview screen. Click on **Buy Now** to pick a due date and complete your order.

Rolled Posters Uncoated PRODUCT ID : PS-SKU-63

Unit Price Total Price
\$53.56 **\$53.56** **Buy Now**

Add Files ⓘ

Job Name * Quantity Page Count
Rolled Posters 1 1

Choose your poster size:
Final Width and Height *
 Standard Custom

Width * Height * Units *
44 34 Inches v

Must be between 1 and 120 Must be between 1 and 36

Choose your finishing options:

Orientation Mailing Tube
Portrait No Tube
Landscape
Portrait

8. For a standard turnaround, use the dropdown arrow to select a non-express time. **Save**.

CART

Due Date 📅

EXPRESS TURNAROUND: A 34% add'l fee for express jobs. If you can't select your due date, contact us. Due date doesn't incl delivery/shipping time. Pickup only for express.

APRIL 2024

MON	TUE	WED	THU	FRI	SAT	SUN
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

Time:

09:00AM (Express) v

09:00AM (Express)

09:30AM (Express)

10:00AM

10:30AM

11:00AM

11:30AM

12:00PM

12:30PM

01:00PM

01:30PM


02:00PM

02:30PM

03:00PM

03:30PM

9. Click on **Proceed to Checkout**.

Products	Quantity	Unit Price	Total	
 Undergraduate Symposium Posters Item Name: Undergraduate Symposium Posters Landscape <input checked="" type="checkbox"/> Tax Exempt (Keep checked for NAU users)	1	\$53.56	\$53.56	<input type="button" value="Save for later"/> <input type="button" value="Remove"/>

SubTotal:	\$53.56
Taxes:	\$0.00
Total:	\$53.56
Price subject to change.	
You are exempted tax on products	
Proceed to checkout to view final order total, including taxes, fees, shipping.	

← CONTINUE SHOPPING CLEAR CART ● **PROCEED TO CHECKOUT** →

10. Choose the **Fulfillment Method** and **Save**. Please choose **Curbside Pickup** for **Express** orders. Express orders will not be delivered. Plan to pick up your poster from Printing Services during NAU Core Business Hours. You will receive an email when ready.

Select fulfillment option

FULFILLMENT METHOD 1

Please Select

- Curbside Pickup Cabinet (NAU Core Business Hours) ▼
- Curbside Pickup Cabinet (NAU Core Business Hours)**
- Mountain Campus Delivery
- FedEx Ground
- FedEx Overnight
- EM Coordination
- Windmaster Signs
- Printing Services Installation

928-523-1941 | Tracey.Hall@nau.edu

11. Click on **Proceed to Payment**.

PROCEED TO PAYMENT →

12. Enter a **speedchart** number or grant number. Click on **Place My Order** to complete your order.

How would you like to pay?

PAYMENT METHOD

If you'd like to request your Speedchart be added to our Digital Storefront, please email the number to printing.services@nau.edu.

Speedchart

SPEEDCHART

* Speedchart#:

Products

Undergraduate Symposium Posters

Item Name: Undergraduate Symposium

Posters Landscape

Qty	Unit Price	Total
1	\$53.56	\$53.56

SubTotal: \$53.56

Shipping: \$0.00

Taxes: \$0.00

Total: \$53.56

Price subject to change.

You are exempted tax on products

13. You will receive a confirmation email when your order has been received.

Email us at printing.sevices@nau.edu if you have any questions.