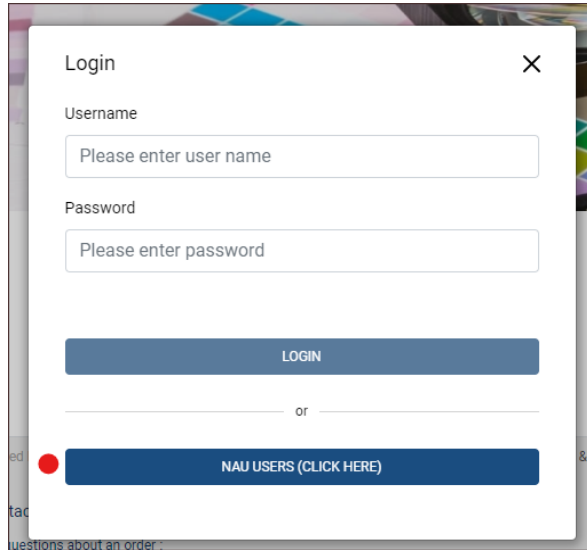


How to order your Undergraduate Research Symposium Poster

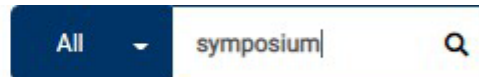
1. Go to nau.edu/order to login to the Digital Storefront. Click on the **NAU Users** bar to login with your NAU credentials.



The image shows a login modal window with the following elements:

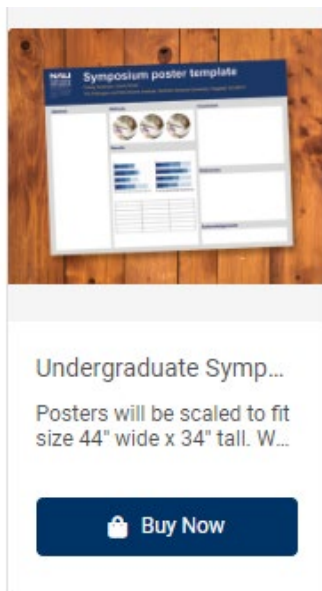
- Title: Login (with a close 'X' button)
- Username field: "Please enter user name"
- Password field: "Please enter password"
- LOGIN button
- Separator: "or"
- NAU USERS (CLICK HERE) button

2. Type 'Symposium' in search bar and enter.

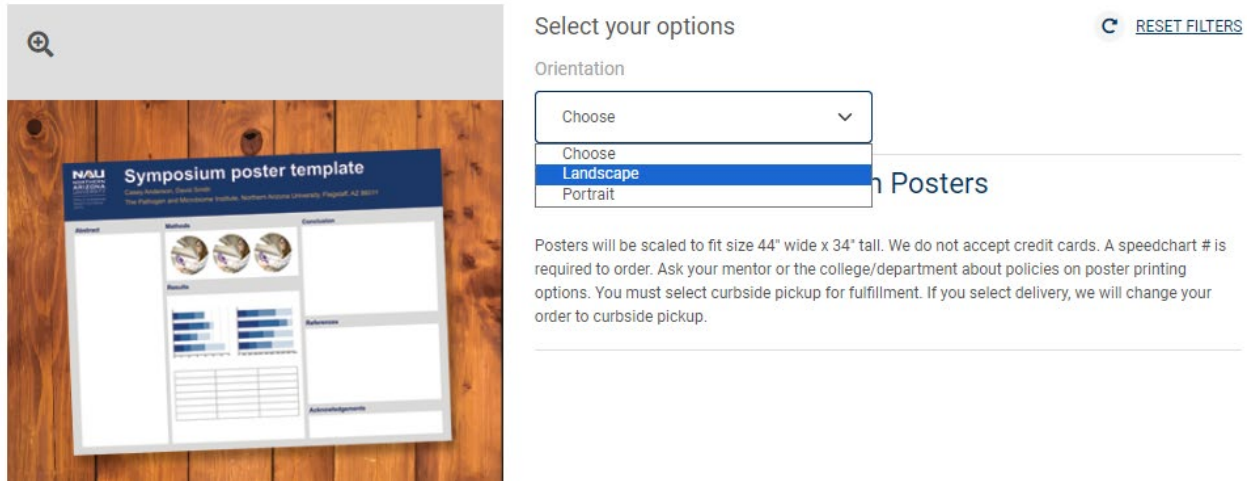


All 🔍

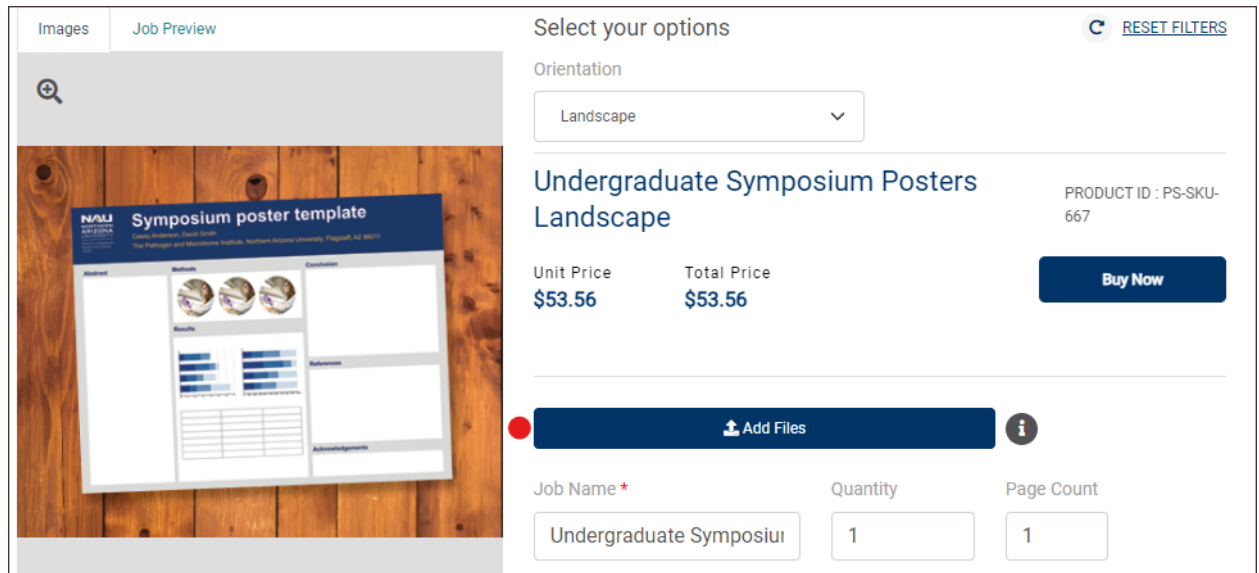
3. Click on symposium poster image.



4. Select **Orientation**.



5. Click on **Add Files** button to upload your design file. Your artwork should be 44" x 34".



6. Click on **Buy Now** to view your cart and pick a due date.

Preview

44 Inches

34 Inches

Orientation

Landscape

Undergraduate Symposium Posters Landscape

PRODUCT ID : PS-SKU-667

Unit Price **\$53.56** Total Price **\$53.56** [Buy Now](#)

Add Files

100746_MST497_Symposium Poster.pdf (35.48 MB)

Upload
 Conversion
 Associate

Job Name *	Quantity	Page Count
Undergraduate Symposiu	1	1

7. 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) ▼

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

8. 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.	

9. Select **Curbside Pickup** and **Save**. We cannot deliver symposium posters. Plan to pick up your poster from Printing Services during NAU Core Business Hours. You will receive an email when ready.

Select fulfillment option

FULLFILLMENT 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

10. Click on **Proceed to Payment**.

11. 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.sevices@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

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

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