

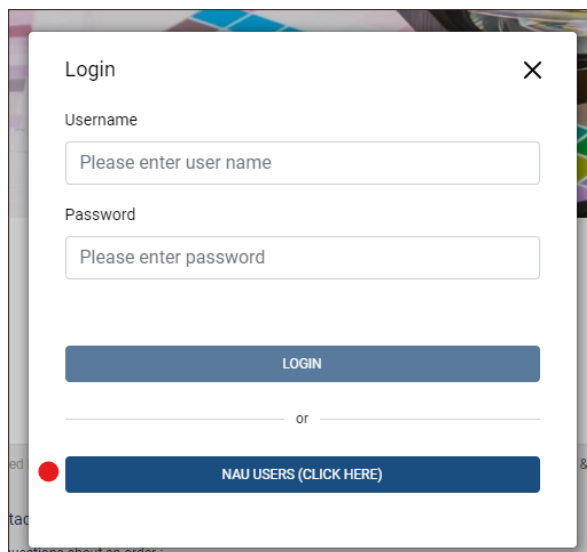
# How to Order Presentation Posters

## For best results:

- **Plan ahead.** Don't wait until the last minute to place your order. The standard turnaround is 5 business days. Express orders (additional fee) can be ready in as few as 2 business days.
- **Have your department speedchart number.** No other form of payment is accepted.
- **Use up-to-date logos.** Information and logo downloads are on the [NAU logo portal](#).
- **For express turnaround time orders, choose Curbside Pickup** and plan to pick up your poster from the cabinet outside of Printing Services on the southeast side of the building. You will be notified when your order is ready. (Note – if you select a different fulfillment method other than Curbside Pickup, your order will be adjusted automatically to the Curbside Pickup method.)
- **For Standard turnaround time orders, choose Curbside Pickup or Campus Delivery.** For Campus Delivery provide the building and room number. We do not deliver to dorms.
- **For best results and to reduce possible errors:**
  - Convert and export your file to a pdf before uploading into your order
  - Artwork dimensions should match the size ordered. If they do not match, we will scale to fit to page as shown in the preview. Note that scaling may add white space and can affect resolution when increasing in size.
  - Optimal resolution for 6 square feet and above is 150 dpi, but not below 72 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.




The image shows a login form titled "Login" with a close button (X) in the top right corner. It contains two input fields: "Username" with the placeholder text "Please enter user name" and "Password" with the placeholder text "Please enter password". Below the fields is a blue button labeled "LOGIN". Underneath the button is the text "or" flanked by horizontal lines. At the bottom is another blue button labeled "NAU USERS (CLICK HERE)".

3. Hover over Categories and select **Posters and Signs**.

Categories ▾


Athletics	Certificates	Forms	Labels	Postcards, Handout Cards, Rac...
Basic Copy	Course Packs and Class Manu...	FUSD Forms	Letterhead	● Posters and Signs
Booklets	Custom Boxes	FUSD Stationery	Magnets	Presentation Packets
Brand Home	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	University Transit Services

4. Select your preferred poster material: Rolled Posters, Waterproof Posters, or Fabric Posters (best for traveling).



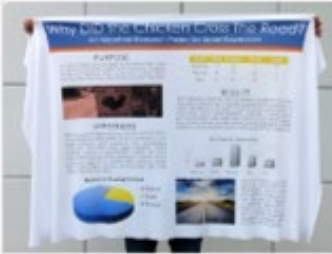
**Rolled Posters**  
Large posters printed and rolled. Short-term use onl...

[Buy Now](#)



**Outdoor Waterproof P...**  
Large waterproof non-curling posters suitable fo...

[Buy Now](#)




**Fabric Posters**  
Premium Polyester Fabric. Easy to fold which...

[Buy Now](#)

5. For **Rolled Posters** Choose **Paper Type**

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



Select your options

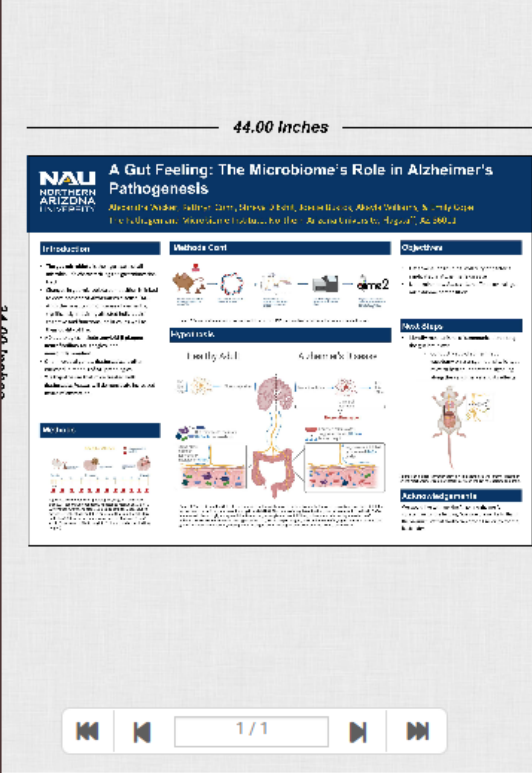
Rolled Poster Paper Type

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.

- Select **Printing Options** on the next page. Enter poster dimensions using the standard or custom button. Add **Job Name**. Click on **Add Files** to upload your file. Your design file will appear in the preview screen.



## Rolled Posters Uncoated

PRODUCT ID : PS-SKU-63

Unit Price	Total Price	<a href="#">Save</a>	<a href="#">Buy Now</a>
<b>\$54.01</b>	<b>\$54.01</b>		

Short-term use only. Prints single sided.

**↑ Add Files**

**105268\_Bio\_Symposium\_Poster\_AW\_final\_1.pdf (640.18 KB)**

✓ Upload
✓ Conversion
✓ Associate

Job Name *	Quantity	Page Count
Research Poster	1	1

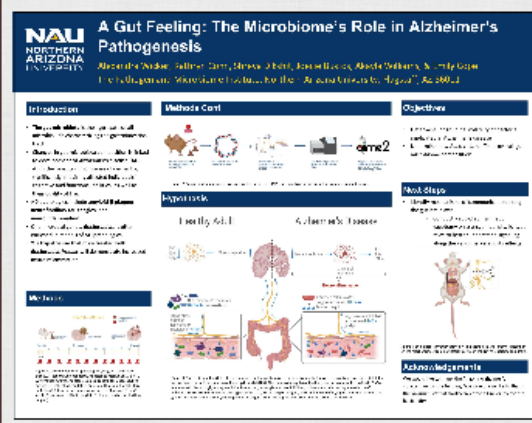
**Choose your poster size:**

Final Width and Height \*

Standard  Custom

Width *	Height *	Units *
44	34.0000	Inch <span style="font-size: small;">▼</span>
Must be between 1 and 120	Must be between 1 and 36	

When ordering multiple posters of the same size and paper type, upload one pdf with multiple pages. The quantity shows as one (one of each page).



Short-term use only. Prints single sided.

**↑ Add Files**

**5 posters.pdf (689.56 KB)**

✓ Upload
✓ Conversion
✓ Associate

Job Name *	Quantity	Page Count
	1	5

7. Click on **Buy Now** or for a full preview scroll down the page and click on **More Options**.

Width\*    Height\*    Units\*

44    34.0000    Inches ▾

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

**Choose your finishing options:**

Mailing Tube

No Tube ▾

Special Instructions

**i** Click the "More Options" button for other available job settings

**More Options**


8. Preview your order and click on **Update** to read the Agreement.

9. Choose a **Due Date and Time**. For a standard turnaround, use the dropdown arrow to select a non-express time. **Save**.

**CART**

**PURCHASE PRODUCTS (1)**

PRODUCTS

 **Research Poster**  
Item Name: Rolled Posters Uncoated  
Tax Exempt

[← Continue Shopping](#)    [Clear Cart](#)

**SAVE FOR LATER (1)**

PrintMessenger | Powered by MarketDirect    Print Shop Time Zone: (GMT-07:00) Arizona

Contact your Print S

Choose a Requested Due Date & Time

- 09:00AM (Express)
- 09:30AM (Express)
- 10:00AM (Express)
- 10:30AM (Express)
- 11:00AM (Express)
- 11:30AM (Express)
- 12:00PM**
- 12:30PM
- 01:00PM
- 01:30PM
- 02:00PM
- 02:30PM
- 03:00PM
- 03:30PM

12:00PM ▾

[Cancel](#)    [Save](#)

10. Click on **Proceed to Checkout** to choose Fulfillment Method and to enter the Speedchart or Grant #.




### Verify Or Change Shipment Type

Curbside Pickup Cabinet (NAU Core Business Hours)	\$0.00	<b>Mountain Campus Delivery</b>	<b>\$0.00</b>	FedEx Ground	\$16.62
FedEx Overnight	\$18.78	EM Coordination	\$0.00	Windmaster Signs	\$0.00
Printing Services Installation	\$0.00				

11. If you place an express order, select **Curbside Pickup** and plan to pick up your poster from Printing Services. You will receive an email when ready.

✓ PAYMENT METHOD

 Cost Center

Speedchart or Grant # \*

12. Click on **Place Order** to finalize your order. You will receive an automated confirmation email.

Email us at [printing.sevices@nau.edu](mailto:printing.sevices@nau.edu) if you have any questions.