

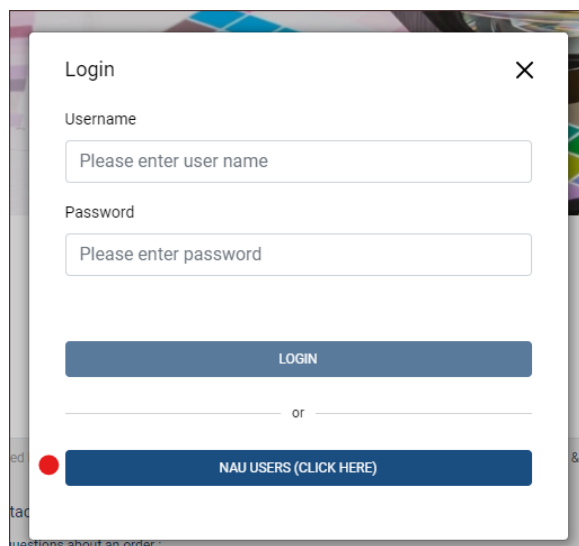
How to Order Presentation Posters

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' dialog box 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 these fields is a blue 'LOGIN' button. Underneath the button is a horizontal line with the word 'or' in the center. At the bottom is a dark blue button labeled 'NAU USERS (CLICK HERE)'. The dialog box is overlaid on a background that appears to be a website interface.

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 poster type: Large Posters, Waterproof Posters, or Fabric Posters (best for traveling).



Large Posters


[Available Paper Options](#)
Uncoated Poster Paper - Smoot...


 **Buy Now**



Outdoor Waterproof Poster


Large waterproof non-curling posters suitable for long term...

 **Buy Now**



Fabric Posters

Premium Polyester Fabric. Easy to fold which makes it ideal for...

 **Buy Now**

5. Upload file and adjust sizing to match the dimensions of your file. Add Job Name and choose paper type.

- **Uncoated** paper conveys softer colors and is more economical
- **Coated** paper conveys brighter colors

Images

Job Preview

Preview

36 inches

24 inches

1 / 1

Large Posters

PRODUCT ID : PS-SKU-749

Unit Price

Total Price

Save

Buy Now

Available Paper Options

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

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

Add Files

105422_CHS Showcase Poster 2025_1.pdf (10.16 MB)

Upload

Conversion

Associate

Job Name *

Quantity

Page Count

Presentation Poster

1

1

Choose your size:

Final Width and Height *

Standard

Custom

Sizes *

36x24

Choose your options:

Paper/Media

Print In Color/Sides

Uncoated Poster Paper

Print in Color - Single Sided

Mailing Tube

No Tube

6. If 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).

Preview

36 inches

24 inches

1 / 1

Large Posters

PRODUCT ID : PS-SKU-749

Unit Price

Total Price

Save

Buy Now

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

Add Files

5 Presentation Posters.pdf (10.25 MB)

Upload

Conversion

Associate

Job Name *

Quantity

Page Count

Presentation Poster

1


5

7. Click on **Buy Now** or for a full preview scroll down the page and click on **More Options**.
8. 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)**

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](#)

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

Contact your Print Service Provider

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


PROCEED TO CHECKOUT
→

Verify Or Change Shipment Type

Curbside Pickup Cabinet (NAU Core Business Hours)	\$0.00	Mountain Campus Delivery	\$0.00	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 if you have any questions.