

DIGITAL PRINT CENTER

Princeton University
201 Nassau Street
Princeton, NJ 08540
609.258.5560

Hours: M-F, 9:00 a.m. - 5 p.m.

LARGE FORMAT ACADEMIC POSTER PRINTING

Instructions for Submitting Your Print File:

The following instructions are for academic posters larger than 14" x 20".

1. File type: submit a hi-res, print-ready PDF file at 100%. (That means if your poster is 30" x 40", then your PDF file should be 30" x 40".)
2. Email your PDF file to digitalprintcenter@princeton.edu with a "cc" to elbrecht@princeton.edu. In your subject line type subject and name as follows: "Large Format Academic Poster – Alex Smith". If your file is too large to email, please send a link to your dropbox, google drive, or drop off a flashdrive. (We will return your flashdrive when you pick up your printed poster.)
3. In your email, include the following information:
 - Name
 - Department
 - Cell phone number
 - Email address
 - Type of Student/Faculty: Undergrad, Grad, PostDoc, Faculty, Visiting Professor
 - Size of poster
 - Due Date (Provide date and time you need to pick up your poster. NOTE: See Center hours above.)
 - Payment type (credit card or department charge) NOTE: If you are paying by department charge, include your chartstring #
4. Poster Printing Appointments: If you need to make a poster printing appointment, please call or email Jim Elbrecht at 258-1277, elbrecht@princeton.edu. You will need to bring your print-ready file with you to the appointment. Your poster will take approximately 1 hour to produce.
5. Pricing: Academic Poster Printing only
 - Standard printing rates: \$6/s.f. for FSC bond, \$8/s.f. for satin or gloss photo paper. Additional fees will be added for file setup and trimming
 - Mounting on white foam board: \$6/s.f. additional*
 - Student discounted pricing (for undergrad students, grad students, and Ph.D. candidates only): \$4/s.f. for FSC bond, \$6/s.f. for satin or gloss photo paper
 - Mailing tube: \$3 each (Note: all unmounted academic posters will include a tube. If you have your own tube and do not wish for us to package your poster in a tube, please let us know when submitting your order)

* *There is no student discounted pricing for mounting.*
6. Questions? If you have any questions about how to prepare your file, please contact our large format specialist Jim Elbrecht at 258-1277, elbrecht@princeton.edu.
7. Estimate: Please contact digitalprintcenter@princeton.edu if you require an estimate prior to printing your academic poster.