

## Getting Posters Printed *(updated Spring 2016)*

As far as payment goes, 1st choice should always be a PO (get a quote first, then submit a normal Purchase Order Request Form with the quote). The payment options listed below should be seen as back-up / emergency methods.

Name	Cost	Payment	Delivery	Website
UMN Posters	\$5.50 /sq ft	^P-card or *check	Y	<a href="http://www.umnposters.com/home.html">http://www.umnposters.com/home.html</a>
University Imaging Centers (Jackson Hall)	\$5.75 / sq ft	EFS string or *check	N	<a href="http://uic.umn.edu/content/poster-printing">http://uic.umn.edu/content/poster-printing</a>
Coffman Union Copy Center (Up to 24" X 36" in size)	\$48.00 flat rate	All Types	Y	<a href="http://www.printing.umn.edu/copycenters/locations.html#coffman">http://www.printing.umn.edu/copycenters/locations.html#coffman</a>
FedEx / Kinkos Stadium Village	Price varies, use U of M Discount#: 0146374816	All types	N	<a href="http://www.fedex.com/us/office/poster-printing.html">http://www.fedex.com/us/office/poster-printing.html</a>
U of M Printing Services	\$8.00 sq/ft	All types	Y	<a href="http://www.printing.umn.edu/printing/home.htm">http://www.printing.umn.edu/printing/home.htm</a>
Enet	see website	non-sponsored EFS accounts only	N	<a href="http://www.enet.umn.edu/services/posters.shtml">http://www.enet.umn.edu/services/posters.shtml</a>

^ Remember if using a P-card, you must ask for the cost to be TAX EXEMPT.

\* For a check to be cut, submit an invoice to purchasing with a completed *Non- Purchase Order Related Payment Authorization Form*