Instructions:
- Check layout—leave sufficient space between the text and borders.
- Check spelling and grammar. Delete all spell check and grammar highlights. The library is not responsible for editing your work.
- Posters must be ready to print in your email.
- Macs are not supported by the hospital. Posters done on PowerPoint for Macs don’t always work—compatibility issues have occurred.
- Microsoft 2010 is not supported by the hospital.

REMINDER: all posters displayed in the hospital’s public areas need approval from Publications X9064)

Approvals and Payment:

IRB# ____________________________

Department ____________________________

Dept. Head Signature ____________________________

Fees:

36 x 48 .............................. $25 X _____ = _____

24 x 36 or under ...................... $15 X _____ = _____

42 X 72 ................................. $50 X _____ = _____

Total Amount Due ____________

Total Amount Paid ____________ Date ______

Print clearly

The library is not responsible for errors in editing or layout. You will be charged full price for reprints due to either of the aforementioned.

For Office Use Only

Date Received __________ Size __________ Date Completed __________