



CMSRU Printshop

Poster Submission Instructions & Price List

Steps to Submit Your Poster for Print:

1. Email your poster to cmsrusupport@rowan.edu
 - Powerpoint or PDF files only
 - Include the requested dimensions and paper type in the body of the email. Your file size should coincide with your requested dimensions.
2. All requests require a minimum of **72 business hours** to complete. When submitting your request, please make sure to include all appropriate sizing and details to ensure there are no delays in processing.
3. After emailing your poster, you will receive email communication from one of our team members regarding the price of your poster.
 - **IMPORTANT NOTE:** The printshop only accepts cash or check for poster payment. Please bring exact change if paying with cash.
4. If you are using a University funding source to pay for your poster, you **MUST** fill out this form (in addition to steps 1-3):
 - go.rowan.edu/printshoprequest
 - Please include the appropriate FOAPAL billing information or your request may be delayed or denied.

Paper Types	Available Sizes	Price (Per Sqft)
Standard Matte	24", 36"	\$2.25
Enhanced Matte	24", 36", 44"	\$3.50
Canvas Matte	36", 44"	\$3.75
Polypro	36"	\$3.75
Glossy	36"	\$4.00

- Poster Price Calculator: go.rowan.edu/postercalculator



PLEASE NOTE:

- The largest file we can print is 44" high.
Width can be printed to any size up to 96" wide.
- If you have any questions regarding poster design or sizing, get in touch with David Satten-Lopez, Multimedia Specialist, at sattenlopez@rowan.edu

There are NO REFUNDS provided. It is your responsibility to address any discrepancies, concerns, or problems with the print job at time of pick up.

