Permission from the PI, the index number, and the need-by date are always required. BluePrint prefers orders in batches, so if several students are printing posters for the same conference or event, then the PI should list the students' names and email addresses and send an email to tammy.howell@mtsu.edu **AND** haley.bunney@mtsu.edu. Each student will send **Tammy and Haley** a PDF file based on the instruction below and she will place the poster order for the group/individual. If it is a single poster request and the student wishes to submit it, then Haley or Tammy will need to notify BluePrint that the student has permission and provide the index number.

INSTRUCTIONS FOR POSTER PRINTING

Go to A-Z and choose P for Printing Services

Underneath the Welcome go to online portal

What would you like to order? Choose Posters 74130

STEP 1: Choose Custom Size

STEP 2: Put your name and your professor's name under Job Name

Quantity: 1

Document Width: select 48 or 36

Document Height: select 48 or 36 (not the same as above)

Rush: select this box if you need it earlier than 1 week; it will necessitate an add'l charge

Choose Printing Stock

Format: 1 sided

Ink color: color

Stock Style: drop down to Wide-Format

Stock Weight: it will default to 7 or 8 ml

Paper Color: white

Continue to Step 3

Binding: NONE

Special instructions: Charge to appropriate index

Step 4: Attach your PDF file (no other type of file)

Step 5: Price will be calculated

Under Additional Billing Instructions put "copy of order "haley.bunney@mtsu.edu"