

### Research Poster Printing Request Form

Please complete the following form and attached it along with the PowerPoint file of your research poster in an email to [RxPoster@uh.edu](mailto:RxPoster@uh.edu).

*Information about person submitting request.*

Name (First and Last): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Information about principal investigator / faculty member.*

Name (First and Last): \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

*Meeting Information*

Name of Meeting: \_\_\_\_\_

Date(s) of Meeting: \_\_\_\_\_

*Poster Information*

Title: \_\_\_\_\_

Desired final height & width (ex. 36 x 48"): \_\_\_\_\_

Desired date to pickup: \_\_\_\_\_

Print poster using default white matte paper or upgrade to gloss white? (Gloss white is \$10) Check printing option below. (Unchecked forms will be printed using default paper)

Default White Matte (Free)  Gloss White (\$10)  Make check out to University of Houston

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For office use only

Poster Tracking #: \_\_\_\_\_

Date printed: \_\_\_\_\_

Printed by: \_\_\_\_\_

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Picked up by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date