VCU School of Pharmacy

Poster Printing Services

Before Submitting Poster

Poster purchases may be made using the KBOX request system. Students or sponsoring faculty may make purchase requests. Carefully fll out all the information on the KBOX request form. The purchase is fnal upon submission of a request ticket. It is your responsibility to proofread your poster and submit the proper file. Any resubmissions will be printed for an additional $55.00 or $105.00 charge depending on the paper used. Posters with a solid background may include an additional $5.00 charge.

Cost

All posters, for all standard sizes, are priced at a flat rate of $55.00 for satin and $105.00 for fabric. Students or sponsoring faculty may make purchase requests using an active index code or direct payment in the form of a check. Please contact Phartech before any direct payments are made.

Wait Time

Posters will be available two full business days after ticket submission. If needed sooner, you may request expedited poster delivery for an additional fee of $25.00 (total of $80.00 or $130.00). Expedited printing is done on a first-come-first-serve basis. Phartech will notify customers by email when their poster is ready for pick-up. Pick-up location will be in the Phartech office, Smith 346.

Sizes, Templates and Branding

Size

Phartech offers three standard sizes:

- 21" tall x 36" wide
- 42" tall x 56" wide
- 42" tall x 72" wide

Templates

The following templates are designed to fit the size and branding specifications of the School of Pharmacy:

- 21x36 Templates
- 45x56 Templates

NOTE: If you are creating a 42" x 72" poster, use one of the 21" x 36" templates.
NOTE: All poster layouts should be on a single Microsoft PowerPoint slide.

Branding

For more information about branding visit the VCU brand standards guide.
NOTE: Any old VCU School of Pharmacy logos will be updated to the new format here.

Resources

APA - The Perfect Poster
How to Preview Your Poster
Using Guides in PowerPoint