



Special Color Banner/Poster and Print Requisition Form

Gallaudet University – Academic Technology

**eLearning &
Video Services**

**A unit of
Academic Technology**

**MLC-B205
Gallaudet University
800 Florida Ave., NE
Washington, DC 20002**

**Phone: 202-448-6975 (VP)
Phone: 202-651-5454 (V/T)
Fax: 202-651-5720
E-mail:
elearning@gallaudet.edu**

Invoice

Name/Organization/Department: _____

Address 1: _____

Address 2: _____

City: _____ State: _____

Zip: _____

Pager: _____ Email: _____

Fees: (Minimum \$1.00 per order)

Color Banner/Poster (44" X linear foot):

Color Print:

First linear foot - \$9.00

8.5" x 11" - \$.25 per copy

Additional linear foot - \$2.75

11" x 17" - \$.50 per copy

44" x 60" (max) - \$20.00

Quantity (#)	Description (Color: Print, Banner, or Poster)	Units (Size)	Unit Price	Total

Subtotal

Miscellaneous

Balance Due

- Please pay first at MLC-B130 Front Desk and you will get a receipt.
- Make checks and money orders payable to GALLAUDET UNIVERSITY
- Please have your file(s) ready on your CD, DVD, or USB (no diskette please).
- For Interdepartmental Invoices (ii) - please attach the ii to this form.