

APAM Poster Printer Authorization Form

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Name:

UNI:

Position: (student, postdoc, faculty)

Date:

Business purpose: (conference, etc.)

P.I. Name

P.I. Signature

Project #

Specifications / Instructions

- The cost is \$20 per poster and can only be paid by a Columbia project number. Cash and other forms of payment will not be accepted.
- One side of the poster can not exceed 42 inches. We will not resize your poster.
- The poster must be saved as a pdf
- You may submit the authorization form in person or by email (saved as a pdf)
- After you email the poster and submit your signed authorization form, your poster will be printed within 2-3 business days

Notes:

- We **can not** guarantee same-day service, due to limitations with the poster supplies and staff.
- If you require same-day service, please contact Columbia Print Services, Village Copier, or Staples.
- This printer is not available for personal or commercial use.