Colour Poster Printing Request Form
Division of Chemistry and Biological Chemistry
School of Physical and Mathematical Sciences

Please circle accordingly
SPMS (PAP / MAS / Chair’s Office) :  
Student  
Staff  
Professor

CBC :  
Student  
Staff  
Professor

Costs of the materials (Please circle and indicate quantity accordingly):

<table>
<thead>
<tr>
<th>Size</th>
<th>Non-SPMS</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0 – Size</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>(84.1 x 118.9 cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1 – Size</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>(59.4 x 84.1 cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2 – Size</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>(42.0 x 59.4 cm)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An additional $10 applies for printing on textile

Please fill up the relevant details: Incomplete form will not be processed.

Name of Requestor:  
Contact Number:  
Staff / Matric Number:  
School / Centre (if not SPMS):  
Email:  
Supervisor’s Name:  
Cost Centre / Grant / WBS Number:  
Total Cost:  
Name of Event / Conference**:  
**Please attach supporting documents for verification, if applicable.
Date(s) of Event / Conference:  
Poster(s) needed by (dd-mmm-yy):

I have read and understood the requirements as per mentioned in appendix 1. Failure to comply with the requirements will result in delay/reject in printing.

**All these 5 boxes MUST be duly filled before submission**

Name of Finance Business Partner (FBP) / Grant Verifier / Appointed Personnel to verify DOA, Charging account and fund availability:

Signature of Requestor:  
Signature of FBP / Grant Verifier:  
Signature of Approving Authority:

*For poster pick up:
Acknowledgement by requestor:
The poster(s) is/are received in good order and in the correct quantity.

Name and signature of requestor / Date

*For official use only
Name and signature of approving officer:

Approved / Reject
If Reject (Reason):

*Form effective as of 22 Jul 2019
Appendix 1

- All posters must be in PDF format and scaled according to the dimensions as indicated in the table above before submission.

- Submission of files to the student helper at the reception counter at the Division Heads Office should be done **5-working days in advance** together with the duly completed Request Form. (e.g. For posters to be ready by next Thursday, submission to be done this Thursday, before noon) *The Division can opt to decline the printing job should the 5-working days guideline is not adhere to.*

- # - OTHERS refers to conferences, FYPs, or all other form of poster printings

- A normal charge will be implemented for any reprinting if error is caused by requestor’s negligence.

- **It is the requestor’s responsibility to check and confirm the accuracy of poster printouts upon collection.** Original printing cost applies if rectification is not made immediately at point of collection.

- Posters are to be trimmed by requestor.

- No cash payment allowed.