

SURF 2023 Poster Printing Information

Print Services

Hours: Monday – Friday (8:00am – 5:00 pm)

Address: 202 Manning Ave Suite A&B, Elon, NC 27244

Tel: (336) 278-5582

Online ordering link: <https://printorder.elon.edu/>

Information for online ordering:

- Prepare your poster as a **pdf** document that is **48" x 36"**
- Choose "Student or Personal Orders" → "Large Format Printing" → "SURF Poster" → click "**Order**"
- Quantity (1), Width (48"), and Height (36") are prefilled.
- For substrate, choose either **Poster Paper** or **Fabric**
- Click "**Continue**" and follow the steps to upload your file and complete your order
- You can pay online using credit card when placing the order or pay with cash or Phoenix cash upon pickup of the printed poster. ***Note that you won't be able to pay with credit card upon pickup of the poster.**
- Ordering timeframes and cost:
 - Poster Paper: \$35 + tax. Orders need to be placed by Tuesday, April 18th to receive discounted rate. After April 18th, the price will go to \$39 + tax.
 - Fabric: \$42 + tax. Orders need to be placed by Tuesday, April 11th.
- Please submit your order online at least **three business days in advance** to ensure timely printing.

Office Depot

Hours: [Check this website](#)

Address: 1825 SOUTH CHURCH STREET, Burlington, NC 27215

Tel: (336) 792-1095

Email for online ordering: ods00253cpc@officedepot.com

Information for printing order:

- Prepare your poster as a **pdf** document with the size of **48"** for width and **36"** for height
- To place the printing order, you may either
 - email the pdf poster to ods00253cpc@officedepot.com (You will receive an automatic confirmation.); or
 - save it on a jump drive and bring it to the store (print service section) for printing
- Request your poster to be printed with **regular paper**
- Show your Phoenix ID and tell them this is for SURF 2023 to get discount
- Your cost should be \$34.36 (after tax).
- You will **pay upon pick-up of the printed poster.**
- Cash, credit card, and check are accepted for payment. ***Note that they do NOT take Phoenix Cash.**
- For printing via email, please submit your order **three days in advance** to ensure timely printing.