SURF 2024 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 Monday, April 22nd to receive discounted rate. Orders placed on Tuesday, April 23rd will cost $39 + tax. Orders placed on or after Wednesday, April 24th will cost $54 + tax.
  - Fabric: $42 + tax. Orders must be placed by Tuesday, April 16th.

Office Depot
Hours: Check this website
Address: 1825 SOUTH CHURCH STREET, Burlington, NC 27215
Tel: (336) 792-1095

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 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/plain paper**
- Show your Phoenix ID and tell them this is for SURF 2024 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.