

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

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
 - 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**
- 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.**

Note: Costs for Office Depot printing will be updated by Friday, April 12th