

Large Format Printing Charge Form

*If credit card or
cash payment,
staple receipt here*

Select Vendor:

Please fill out the following information:

Patron must submit completed copy of this form to Chemistry Business Office.

Patron Name: _____

Campus ID#: _____ Date: _____ Total Price (nearest \$0.25): \$ _____

of Posters: _____ Poster Size (w x h): _____" x _____" Total Length (in feet): _____

Method of Payment: Credit Card Cash Invoice (see below)

For Invoice Payment:

Department: **Chemistry Department**

Bookkeeper's Name: **Jackie Hughes**

Bookkeeper's Email: **jlhughe3@ncsu.edu**

Bookkeeper's Phone #: **515-7361**

Project ID #: _____

Grant accounts starting with a 5 CANNOT be used.

Ask Us Student Name (Printed): _____

Write "n/a" if no student assisted.

Ask Us Staff Name (Printed): _____

Students may operate the printer, but full-time staff must process payments.

Patron Signature: _____