Ordering your poster made easy

1 Design your poster

- ☐ Set the file up to be the size you want it to be printed. Images should be at least 72dpi at this size.
- ☐ Save the file as a PDF, and double check it
- ☐ Order your poster printing by email: print@soton.ac.uk

2 Send us

- ☐ Your name and email address
- ☐ Dimensions of the finished poster
- ☐ Material type
- ☐ The date required. Posters take at least two working days and will be ready at 4pm on the date requested
- ☐ Your payment method. Payment can be made by cash, cheque payable to University of Southampton, or with a University subproject code.
- ☐ Attach your pdf file. If it is too large to email you can send it through drop off services such as **dropoff.soton.ac.uk, dropbox.com** and **yousendit.com**.

3 Collect your poster

Collect and pay for your poster from:
The Client Hub
Building 36 , Highfield Campus, Southampton SO17 1BJ

Opening Hours
Mon to Thurs 9.00am – 12.30pm and 1:30pm – 4:30pm
Fri 1:30pm – 4:30pm

	A2 (420 x 594 mm)	A1 (594 x 841 mm)	A0 (841 x 1189 mm)
Matt paper	£10	£15	£29
Matt paper with encapsulation (both sides, sealed in plastic pocket)	£14	£23	£43
Satin paper	£10	£15	£29
Satin paper with lamination (plastic film on front only)	£14	£23	£43
Canvas	£11	£17	£31
Vinyl	£11	£17	£31
Forex board (3mm thick)	£20	£32	£42
Poster tube (fits up to A0)	£3		
Poster tube (fits up to A1)	£2		

As well as the standard sizes above, your poster can be printed up to 1250mm wide and as long as 15metres and we have a range of other materials available for specialist applications. Please ask for details.

UNIVERSITY OF
Southampton

LARGE FORMAT POSTER PRINTING IN THREE EASY STEPS

The Print Centre