Large Format Printing Charge Form
NCSU Libraries
Hill or Hunt
(Please circle the library that is printing this poster)

Please fill out the following information:

Patron Name: _____________________________________________________________

Date: ____________________________  Total Price (nearest $0.25): ________________

Method of payment:  □ Credit Card  □ Cash  □ Invoice (see below)

For Invoice Payment:

Department: ______________________________________________________________

Bookkeeper’s Name: _______________________________________________________

Bookkeeper’s Email: _______________________________________________________

Bookkeeper’s Phone #: ________________________________

Project ID #: ___________________________________________________________

Grant accounts starting with a 5 cannot be used.

(Cut off if paying with cash or credit and put this portion in the red folder, put the top half w/ receipt in the register)

For Staff Use:

Date (mm/dd/yy): ____________________________  Total Price (nearest $0.25): ________________

$10/ft; $5 minimum

# of Posters: _____  Poster Size (w x h): _____ “ X _____”  Total Length (in feet): ________

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 Name: ____________________________________________________________

Campus ID #: ____________________________

Patron Signature: _________________________________________________________