

TIPS FOR CREATING POSTERS

IN POWERPOINT OR PUBLISHER.

SIZE

Under page setup, change the height and width to the dimensions of your final poster. If your poster is very large, you can work at half size. (For 42"x46" poster, you can set your file to 21"x23").

IMAGES

If you are using images, make sure they are high resolution (300 DPI). Be sure to resize image(s) proportionately by dragging from corners, not top & bottom or side to side. **If you stretch an image larger than its original size, it will become pixelated when printed.** This is highly advised against.

LOGOS

If you plan on using any UMBC logos, please refer to the UMBC Style Guide at styleguide.umbc.edu

FONTS

Keep it simple.

Use no more than 3 fonts. It is best to use standard fonts such as Arial, Helvetica, Times New Roman, Myriad, or Palantino.

Be sure the font size is large enough to read. A good rule of thumb is 28 point for text and 38 for titles if your poster is larger than 20x30.

LAYOUT

For readability, make sure there is enough contrast between text and background colors. Dark type on a light background is best, and avoid placing type on top of an image. **Do not fill every inch of the poster.** Leave some white space to make the poster more readable.

SAVING & PRINTING

Save your file as a PDF. If you create your file in Powerpoint or Publisher, select File/Save As/ and in the dropdown file type select PDF. This will keep your file from drastically changing when opened on our end.

You can submit your file via email, flash drive, or CD.

Our **standard turnaround time is 3 to 5 business days**, but may be longer depending on our workload. Please call for our most current turnaround time.

PRICING

For Wide-Format Pricing (anything larger than 12"x18") please see our wide format calculator on our website.

PAYMENT

We accept payment via Campus Card, Department Card, or authorized Chartstring Number.

PRICING FOR BUTTONS

2 weeks production time for **up to 500 buttons**, **anything over 500** will be determined by management at time of order.

1.25" ROUND BUTTONS

QTY	B / W	COLOR
50	\$22.50	\$25.00
100	\$40.00	\$45.00
200	\$70.00	\$80.00
300	\$90.00	\$105.00
500	\$125.00	\$150.00

2.25" ROUND BUTTONS


QTY	B / W	COLOR
50	\$45.00	\$50.00
100	\$80.00	\$90.00
200	\$140.00	\$160.00
300	\$180.00	\$210.00
500	\$250.00	\$300.00

2" SQUARE BUTTONS

QTY	B / W	COLOR
50	\$45.00	\$50.00
100	\$80.00	\$90.00
200	\$140.00	\$160.00
300	\$180.00	\$210.00
500	\$250.00	\$300.00

Button Templates can be found under the "Resources" tab on commonvision.umbc.edu

PRICELIST FOR FACULTY, STAFF, & GRADUATE STUDENTS

 commonvision@umbc.edu
 commonvision.umbc.edu
 **410.455.1884**
 **410.455.1137**

COLOR PRINTING & COPY
(PRICE PER IMPRESSION)

Table with 2 columns: Quantity, Price. Rows include 8.5x11 28/32lb, 1-99, 100-249, 250-499, 500-999, 1,000-4,999, 5,000-9,999, 10,000-14,999, 15,000-19,999, 20,000 & UP.

Table with 2 columns: Quantity, Price. Rows include 8.5x14 28/32lb, 1-99, 100-249, 250-499, 500 & UP.

Table with 2 columns: Quantity, Price. Rows include 11x17 & 12x18 28/32lb, 1-99, 100-249, 250-499, 500-2499, 2500-4999, 5000 & UP.

BLACK & WHITE PRINTING & COPY
(PRICE PER IMPRESSION)

Table with 2 columns: Quantity, Price. Rows include 8.5x11 20lb, 1-99, 100-249, 250-499, 500-9,999, 10,000-49,999, 50,000 & UP.

Table with 2 columns: Quantity, Price. Rows include 28lb, 1-99, 100-249, 250-499, 500 & UP.

Table with 2 columns: Quantity, Price. Rows include 8.5x14 20lb, 1-99, 100-249, 250-499, 500 & UP.

Table with 2 columns: Quantity, Price. Rows include 28lb, 1-99, 100-249, 250-499, 500 & UP.

Table with 2 columns: Quantity, Price. Rows include 11x17 20lb, 1-99, 100-249, 250-499, 500 & UP.

Table with 2 columns: Quantity, Price. Rows include 28lb, 1-99, 100-249, 250-499, 500 & UP.

SPECIAL PAPERS
(PRICE PER SHEET/ADDITIONAL TO PRINTING PRICE)

Table with 3 columns: Item, Quantity, Price. Rows include Color Paper, Glossy Paper, Card Stock, Labels/Stickers, Resume Paper, Transparencies, Tickets.

BUSINESS CARDS
Single Sided Color
+Add additional \$15.00 for double sided full color printing.

Table with 2 columns: Quantity, Price. Rows include 250, 500, 1000.

Color Business Cards - \$5 / 50 Cards in under 250

Single Sided Black & White
+Add additional \$10.00 for double sided B/W printing.

Table with 2 columns: Quantity, Price. Rows include 250, 500, 1000.

B/W Business Cards - \$3 / 50 Cards in under 250

WIDE FORMAT
(Up to 54" in width)

Pricing
Please reference our wide format calculator at commonvision.umbc.edu/calculator.

Our standard turnaround time is 3 to 5 business days, but may be longer depending on our workload. Please call for our most current turnaround time.

LAMINATION
Pouch
(11"x17" or smaller)

Table with 2 columns: Size, Price. Rows include 6"x9" or smaller, 8.5"x11", 11"x17".

Orders over 200 may take additional time, please contact us for an turnaround estimate.

Wide Format (larger than 12"x18")
(Up to 37" in width, foamboard up to 36" x 48")

Pricing
Please reference our wide format calculator at commonvision.umbc.edu/calculator.

BINDING

Plastic Coil Binding
Available in white, black, and clear.
(1/4" - 1") \$1.50 per book
(1 & 1/8" - 2") \$2.00 per book

Table with 2 columns: Quantity, Price. Rows include For clear cover and black backing add+, 1-99, 100-299, 300-500.

Metal Coil Binding
Check for current availability.

Table with 2 columns: Quantity, Price. Row include All Sizes \$4.50 per book

Table with 2 columns: Quantity, Price. Rows include For clear cover and black backing add+, 1-99, 100-299, 300-500.

Booklet/Saddle Stitch Binding
\$0.015 per sheet

FINISHING

Table with 2 columns: Item, Price. Rows include Collate & Staple, Hand Assembling, Folding, Hand Folding, Hole-Punching (3 holes), Hand Trimming, Grommets, Cutting, Scanning.

DIE CUT STICKERS

Visit our Wide Format Calculator for pricing

Table with 2 columns: Quantity, Discount. Rows include Bulk Pricing Discounts, 100+, 300+, 1,000+.



WE ONLY ACCEPT CAMPUS CARD, DEPARTMENT CARDS, AND AUTHORIZED CHARTSTRING NUMBERS. NO CASH OR CREDIT CARDS.

Table with 5 columns: Item, Baseline Price, Duration, Production, Broadcast Time. Rows include Social Media, Event Highlight, Campaign, The Whole Shebang, inet Still Image.

3D PRINTING
\$5 Set Up Fee + \$.25 per gram
Clean Up Fee - Case Dependent

Our standard turnaround time is 10 business days, but may be longer depending on our workload. Please call for our most current turnaround time.

PHAROS KIOSKS
Visit mobileprint.umbc.edu to print from the Pharos Kiosks. They are located in the lobby of The Commons, across from the CIC!

Find out more about the Pharos system at wiki.umbc.edu - just search "Pharos".