

# 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](http://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](http://commonvision.umbc.edu)

## PRICELIST FOR FACULTY & STAFF

 [commonvision@umbc.edu](mailto:commonvision@umbc.edu)  
 [commonvision.umbc.edu](http://commonvision.umbc.edu)  
 **410.455.1884**  
 **410.455.1137**

**COMMONVISION**  
UMBC STUDENT DESIGN & PRINT CENTER  
[COMMONVISION.UMBC.EDU](http://COMMONVISION.UMBC.EDU)

## COLOR PRINTING & COPY

(PRICE PER IMPRESSION)

### 8.5x11 28/32lb

1-99	\$0.55
100-249	\$0.50
250-499	\$0.45
500-999	\$0.40
1,000-4,999	\$0.30
5,000-9,999	\$0.25
10,000-14,999	\$0.20
15,000-19,999	\$0.15
20,000 & UP	\$0.10

### 8.5x14 28/32lb

1-99	\$0.80
100-249	\$0.70
250-499	\$0.60
500 & UP	\$0.50

### 11x17 & 12x18 28/32lb

1-99	\$1.00
100-249	\$0.90
250-499	\$0.80
500-2499	\$0.70
2500-4999	\$0.60
5000 & UP	\$0.50

## BLACK & WHITE PRINTING & COPY

(PRICE PER IMPRESSION)

### 8.5x11 20lb

1-99	\$0.10
100-249	\$0.08
250-499	\$0.07
500-9,999	\$0.05
10,000-49,999	\$0.03
50,000 & UP	\$0.02

### 28lb

1-99	\$0.13
100-249	\$0.10
250-499	\$0.07
500 & UP	\$0.05

### 8.5x14 20lb

1-99	\$0.13
100-249	\$0.10
250-499	\$0.07
500 & UP	\$0.05

### 28lb

1-99	\$0.16
100-249	\$0.13
250-499	\$0.10
500 & UP	\$0.07

### 11x17 20lb

1-99	\$0.25
100-249	\$0.20
250-499	\$0.15
500 & UP	\$0.10

### 28lb

1-99	\$0.30
100-249	\$0.25
250-499	\$0.20
500 & UP	\$0.15

## SPECIAL PAPERS

(PRICE PER SHEET/ADDITIONAL TO PRINTING PRICE)

Color Paper	\$0.02
Glossy Paper	\$0.05
Card Stock	60lb \$0.05
	80lb \$0.07
	100lb+ \$0.09
Labels/Stickers	\$0.07
Resume Paper	\$0.30
Transparencies (8.5x11)	\$0.55
Tickets	\$0.50 per 8 ticket sheet

## BUSINESS CARDS

### Single Sided Color

+Add additional \$15.00 for double sided full color printing.

250	\$25.00
500	\$35.00
1000	\$45.00

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

### Single Sided Black & White

+Add additional \$10.00 for double sided B/W printing.

250	\$15.00
500	\$20.00
1000	\$30.00

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

## INET ANIMATION SERVICE

	Baseline Price	Duration	Production (business days)	Broadcast Time
Social Media	\$25.00	5 - 10s	3 - 5 days	n/a
Event Highlight	\$75.00 - \$125.00	20 - 30s	5 - 10 days	2 weeks
Campaign	\$150.00 - \$250.00	Case Dependent	Case Dependent	4 months
The Whole Shebang	\$250.00+	Case Dependent	Case Dependent	Case Dependent
inet Still Image (subject to approval)	\$15.00	10 - 20s	< 1 day	2 days

## 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.

## WIDE FORMAT

(Up to 54" in width)

### Pricing

Please reference our wide format calculator at [commonvision.umbc.edu/calculator](http://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)

6"x9" or smaller	\$0.50
8.5"x11"	\$1.00
11"x17"	\$1.50

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](http://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

For clear cover and black backing add+

1-99	\$1.50 per book
100-299	\$1.25 per book
300-500	\$1.00 per book

### Metal Coil Binding

Check for current availability.

All Sizes	\$4.50 per book
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For clear cover and black backing add+

1-99	\$1.50 per book
100-299	\$1.25 per book
300-500	\$1.00 per book

### Booklet/Saddle Stitch Binding

\$0.015 per sheet

## FINISHING

Collate & Staple	\$0.005 per sheet
Hand Assembling	\$0.30 per section (\$5.00 per hour for special handling.)
Folding	\$0.01 per sheet
Hand Folding	\$0.05 per sheet
Hole-Punching (3 holes)	\$0.01 per sheet
Hand Trimming	Case Dependent
Grommets	\$0.50 each
Cutting	\$2.00 set up +\$1.00 per cut
Scanning	\$0.25 per file +\$0.50 for CD +Hand assembling when necessary

## DIE CUT STICKERS

Visit our [Wide Format Calculator](#) for pricing

### Bulk Pricing Discounts

100+	25% OFF
300+	40% OFF
1,000+	50% OFF



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

Find out more about the Pharos system at [wiki.umbc.edu](http://wiki.umbc.edu) - just search "Pharos".