

CVR Poster Template

Zacher, J.E. & HP 5500ps Plotter

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Introduction:

Yes, the rumours are true, CVR's plotter is online and ready to roll.

HP5500ps Basic Facts:

- 42" Wide x 100' long roll of Heavy Coated Paper.
- Six Dye Colour System (CMYK colour scheme).
- Most print jobs take 30 minutes or less.
- Actual Print Size (41" High x whatever is left on the roll).

Methodology:

Here are a few pointers to ensure that your poster is printed properly:

- Please use CVR & York Logos from this template.
- You should use a proper design package to create your poster, such as Canvas, Illustrator, Photoshop, Quark, Endesign, etc. PowerPoint is not designed for large format printing.
- Please convert your final copy to an Adobe Acrobat file (pdf).
- You must have a CVR logo on your poster.
- Book an appointment with Jim (contact listed elsewhere).
- Have a budget number with supervisor's name (if applicable).
- Please provide your final output size.

Contact Information:

Essential Contact Information:

- Jim Zacher is the CVR plotter guardian.
- Operational hours are 9:30 am - 4:00 pm from Monday to Friday.
- Lunch is from 12:30 pm to 1:30 pm*
- Office is located in 0014 CSE
- Telephone number is x33177
- Email zacher@cvr.yorku.ca

*Pre-arrange what Jim would like to eat for lunch while he is printing your poster.

Pricing:

The cost of printing your poster is broken down into the following:

- Base rate is \$29.00 per poster plus,
- Paper rate is \$0.50 per square foot and
- Regular colour rate is \$1.25 per square foot or
- Heavy colour rate is \$2.50 per square foot.

Total Cost = Base rate + paper rate + colour rate**

**Approximate cost for a 5' x 4' poster is \$60.00 for regular colour coverage and \$84.00 for heavy colour coverage compare to \$120.00 and \$180.00 for York Printing Services.

Data Transfer Procedures:

Posters can be submitted using one of the following methods:

- CD ROM
- Email
- Provide a URL for FTP
- 250M Memory Key***

*** I have a Key Drive. You may arrange to borrow this device.

All Graphics can be located on the CVR Resources Page at
<http://cvr.yorku.ca/resources/links/index.html>

Questions or Assistance ???:

Need some assistance with setting up your poster for printing?
Have any additional questions regarding this process?

Please contact Jim

Final Thoughts:

Jim will attempt to accommodate your plotting needs to ensure everything runs smoothly.

But please remember:

**"Lack of planning on your part,
does not constitute an emergency on mine!"**

