

Plotter Protocol

Arizona Cooperative Extension

Effective: July 31, 2006

1. Documents to be printed on the plotter should usually be in PowerPoint or pdf and saved in the exact dimensions. If your files are in something other than PowerPoint or pdf, please contact Xinyu Zhang (xinyuz@email.arizona.edu) when you first start to be sure we have the necessary software. Extra time may be required.
2. Size and type of paper must be specified. All work will be printed first on draft paper, then on specialty paper of your choice. Costs for both print jobs will be charged. If major revisions are needed, you must make changes and resubmit the work. We have 3 sizes of paper (see below), but you may make your poster any width within those size limits. Please allow one inch margins for the paper width (e.g., if using 36" paper, make your poster 34" wide), especially if graphics or text goes right to the edge of the poster design.
3. Please leave white as the background for most of your poster. If most of your background is colored, there may be an additional ink fee. (Also, keep in mind that large quantities of ink may make the paper wrinkle. You will be charged for printing even if the paper wrinkles.)
4. The Arizona Cooperative Extension logo and the University of Arizona logo must appear on the poster.
5. Submit completed poster in proper format at least 2 week prior to date needed. Please allow 3 weeks if submitting work from off-campus and you need it mailed to you. You will be charged for a mailing tube and the postage costs.
6. All printing requests and files must be submitted to Xinyu using the [Poster Request](#) form. Kelly Block and Sheila Merrigan are backup.
7. Costs will be billed via IDB. Glenda Thompson (tglenda@cals.arizona.edu) will be primary contact for billing questions.

Costs

The plotter can print on paper in widths of 24, 36, and 42 inches. We draft, heavy bond, and glossy paper in 24-, 36-, and 42-inch width. If you plan to reuse your poster several times and/or it will be outside it is probably best to print on heavy bond (not glossy) and then laminate your poster. We do not laminate.¹

Cost Per Foot of Paper

Type of Paper	24 inch wide paper	36 inch wide paper	42 inch wide paper
Draft paper	\$ 0.06 per foot	\$ 0.09 per foot	\$ 0.11 per foot
Heavy bond paper	\$ 0.46 per foot	\$ 0.67 per foot	\$ 0.79 per foot
Glossy paper	\$ 0.91 per foot	\$ 1.31 per foot	\$ 1.65 per foot

Note: These prices are based on current operational expenses and are subject to change as supply costs change.

Cost of Ink Per Poster

Type of Paper	24 inch wide paper	36 inch wide paper	42 inch wide paper
Draft paper	\$ 1.42	\$ 1.42	\$ 1.42
Heavy bond paper	\$ 2.84	\$ 2.84	\$ 2.84
Glossy paper	\$ 2.84	\$ 2.84	\$ 2.84

Note: These prices are based on current operational expenses and are subject to change as supply costs change.

Poster Tubes

24 inch tubes	36 inch tubes	42 inch tubes
\$ 1.21	\$ 1.93	\$ 7.84

Note: These prices are based on current operational expenses and are subject to change as supply costs change.

Postage

You will be charged the actual cost. Please indicate if you want it sent parcel post, priority mail, or overnight service.

¹ There are probably many places that laminate. Two places in Tucson that laminate are:

1. Gila Sign Centers, Inc. TEL/FAX: 520-790-6400
5639 E Broadway gilasigns@att.net
Tucson AZ 85711 www.gilasigns.com

2. UA Student Union, Printing Services (between the information center and the post office.)