

Customer	Phone	Org	Mail Stop
Your Name	294XXXX	08XXXX	XXXX
Oracle Project/Task No.	Type of Request	Needed By	
0000 0000 Enter 0's here as shown. Maria already has the project/task on file to use for these symposium poster printing/laminating work requests.	<p>Select one</p> <p><input checked="" type="radio"/> Copy/Print Services <i>(color - B/W - binding - collating)</i></p> <p><input type="radio"/> Graphics <i>(brochures - posters - presentations - marketing products)</i></p> <p><input type="radio"/> Photography <i>(technical programs - Sandia events - people)</i></p> <p><input type="radio"/> Publishing/Reports <i>(writing - editing - SAND reports)</i></p> <p><input type="radio"/> Scanning/Image Archival/CD Replication</p> <p><input type="radio"/> Video Production <i>(shooting - editing - narration - streaming)</i></p> <p><input type="radio"/> Web Development <i>(design - programming - multimedia)</i></p> <p><input type="radio"/> One-hour Consultations <i>(under any of the above categories)</i></p> <p><input type="radio"/> Other (Explain below)</p>	<input type="text"/> Format: mm/dd/yy	
Type of Funding	Classification of Work	Spending Limit (\$)	
<input type="radio"/> Direct <input type="radio"/> Work For Others <input checked="" type="radio"/> Other	- Select - Select UNC from pulldown menu	<input type="text"/> Leave blank	
Level of Effort Wanted	SAND Report?	SAND Report #	
<input type="radio"/> VW <input type="radio"/> Accord <input type="radio"/> BMW	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	

Allow 1 week for printing/laminating process

Issued to you after R&A is complete

Title of Project	<input type="text"/> Use the title of your poster
BLT Program/Project (If applicable)	<input type="text"/> Not applicable
Description of Work (To add a descriptive document or graphic, use File Attachment below.)	Printing, laminating, and velcro back of intern symposium poster IMPORTANT!! Include the R&A SAND# given to you after approval of your poster. Your poster cannot be printed until this number is received.
Product Location	<input type="text"/> Attached, dropzone
File Attachment	<input type="button" value="Choose File"/> no file selected Unclassified files only Use the Browse button to select a file to attach.

Attach your poster file here