



## DHLRI Core Labs – Poster Printer: Requesting Poster Printing & Easel Equipment Rental

The DHLRI Core Labs - Poster Printing accepts requests through WorkDay. Below is a guide on how to properly submit your request.

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In order for the core manager to process your poster printing or easel rental request, a Purchase Order (PO) is required. To ensure the core manager has your PO in time, submit your requisition early.

### For Poster Printing:

You can start the requisition process without including your final poster and later add it in WorkDay or email it to [DHLRI.PosterPrint@osumc.edu](mailto:DHLRI.PosterPrint@osumc.edu). **Final posters must be submitted no later than 3 days before your listed end date.**

Once the core manager has received your PO and final poster in PDF or PowerPoint format, a proof printed on 11" x 17" paper will be made available to you. All paper proofs can be picked up at the front desk of 110 DHLRI during regular business hours. Regular business hours are Monday-Friday between 8:30am-5pm. If you prefer a digital copy of the proof, a pdf can act as that.

### DHLRI Poster Pricing

#### Photo Paper Pricing:

3 Days in Advance: **\$4/sq. ft.**

- 36" x 56": \$56.00
- 42" x 42": \$49.00

2 Days in Advance: **\$5/sq. ft.**

1 Day in Advance: **\$10/sq. ft.**

#### Matte Canvas Pricing:

3 Days in Advance: **\$8/sq. ft.**

- 36" x 56": \$112.00
- 42" x 42": \$98.00

2 Days in Advance: **\$9/sq. ft.**

1 Day in Advance: **\$12/sq. ft.**

**Poster Tubes: \$4/tube**

### For Easel Rentals:

Please fill out the DHLRI Equipment Usage Agreement form. You can find the form on our website, or you can email the core manager at [DHLRI.PosterPrint@osumc.edu](mailto:DHLRI.PosterPrint@osumc.edu).

Easels are double-sided and can hold 2 abstracts. Easel setup instructions will be included with easel rentals so you can be confident during your event setup. The core manager can provide a demonstration at DHLRI upon request.

Rental pickup and drop off times must be Monday-Friday between 9am-4:30pm.

**Rental cost:** \$10.00 per easel

\*INCLUDES easels with legs, foam poster boards, cable ties (to attach legs to easel), hat hooks and moving cart



To request Poster Printing and Easel Equipment Rental at DHLRI, please use the [WorkDay](#) instructions provided below:

1. Open Workday, then search **Create Requisition**.
  - a. Requester: **Default**
  - b. Company: **Default**
  - c. Currency: **USD**
  - d. Requisition Type: **Non-Catalog Request**
  - e. Deliver-To: **Default**
  - f. Ship-To: **Default**
  - g. Cost Center:
  - h. Balancing Unit:
  - i. Fund:
  - j. Gift:
  - k. Grant:
  - l. Program:
  - m. Project:
  - n. Additional work tags:
2. Select **OK**
3. Select **Request Non-Catalog Items**
  - a. Non-Catalog Request Type: Select **Request Service**
  - b. Service Request Details
    - i. Item Description - Please provide the following information:
      1. **Easel Rental, number of easels you are requesting**
      2. **Poster Print, poster dimensions, paper choice (paper or canvas), and turnaround time (1-Day, 2-Day, or 3-Day). All of this information is required.**
    - ii. Commodity Code: Not required
    - iii. Spend Category: Enter **\*Do Not Know (SC99999)**
    - iv. Supplier (required): **DHLRI Core Labs – Poster Printer**
    - v. Supplier Contract: leave blank
    - vi. Start Date: **Select today's date**
    - vii. End Date: **Select the date for easel pickup or when the poster should be available for pickup.** We offer 1-day, 2-day, and 3-day turnaround for poster printing.
    - viii. Extended Amount/Price: **Cost of poster/easel rental.** See pricing details above.
    - ix. Memo: add additional information if necessary
  - c. Select **Add to Cart** at the bottom of the page. *If you have additional posters, please repeat steps i-vii.*
  - d. At the top right, select the **Cart**, then select **Checkout**.



#### 4. Checkout

- a. Internal Memo = Business Purpose:
  - i. A business purpose is required on spend transactions of goods and services. Include a business purpose in the internal memo field.
- b. Scroll right to review all information for accuracy.
- c. Attachments are required for departments with funding approval. For Easel Rentals, attach filled out order form. For Poster Printing, attach a PDF or the PowerPoint of your poster if it is ready. **Final posters must be submitted no later than 3 days before your listed end date.**
  - i. Click the **Select files** button, or you may drag and drop a file.
  - ii. Choose your file on your PC.
  - iii. Select **Open**.
- d. Select the **Submit** button.

After the core manager receives the PO, you will get an email confirmation within one business day to confirm your order details, easel rental/poster proof options, and final print.

Thank you for choosing the DHLRI Core Labs – Poster Printing!