

Print Center

Overview

To print a poster, you will need to visit us in person at Langford A Room 122. Please ensure that your poster is in PDF format and you can either bring it on a USB or email it to us at coa-printcenter@tamu.edu. If you send the poster via email, please send it 5-10 minutes before arriving.

Once you are here, we can provide you with a booklet of all the different types of papers you could choose from, and you can select the type of paper you want in-person. We will then provide you with an estimated wait time and cost.

Standard Size Prices

Paper	Max Size Possible	Price per SqFt
Matte	40" x 300'	\$1.00
Glossy	40" x 200'	\$1.25
Polypropylene:	42" x 150'	\$1.00
Enhanced Matte	42" x 100'	\$1.75
Semi-Gloss	42" x 100'	\$1.50
Canvas	42" x 100'	\$2.75

These are the prices for our print services *before* tax.

Print Time

The Matte and Glossy prints will take around 5 minutes to print per poster, and the Enhanced Matte, Semi-Gloss, Polypropylene, and Canvas prints will take around 20 to 30 minutes to print per poster. So, if you were planning on printing just one poster, we should have it ready for you the day you request to print, unless we have a large queue, which may take longer.

Payment

If you were planning on using a department account or a corporate card, and you do not have a Print Account with us, you will need to set up an account by filling out this form: <https://it-lf-ecmclar.it.tamu.edu/Forms/PrintAccount>.

However, it may take a few days for this account to be recognized in our system, so if you needed this print to be done the day of, the print account may not be set up. So as a backup, we

would recommend you bring your own credit/debit card or any virtual wallet such as Apple Pay, Samsung Pay, or Google Pay then we can create an invoice for you in case the account is not set up yet. Please do not bring a corporate card as we do not accept that method of payment.

If you have any questions or comments about this article or think it needs improvement, please contact us and we'll be happy to assist you!

ph: (979) 862-8584 | helpdesk@arch.tamu.edu