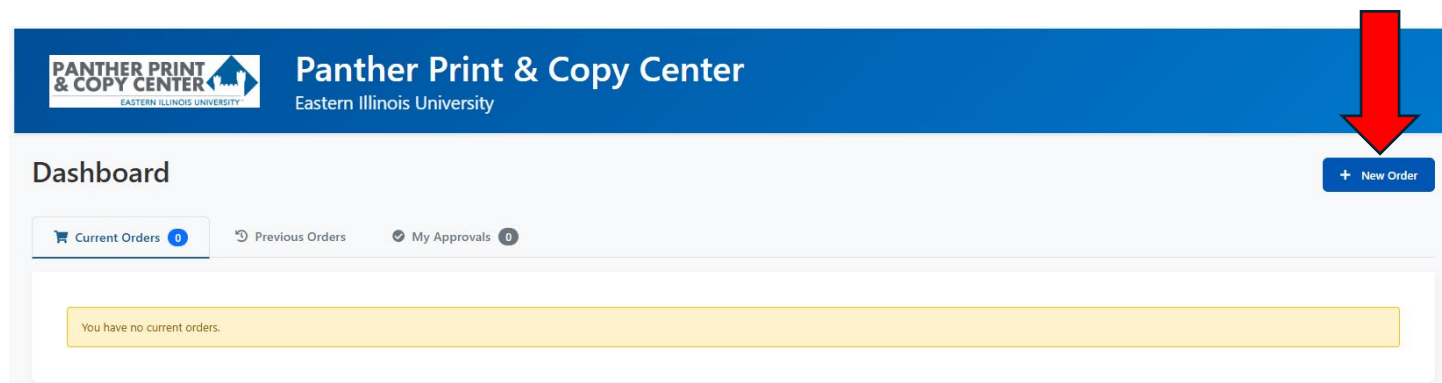


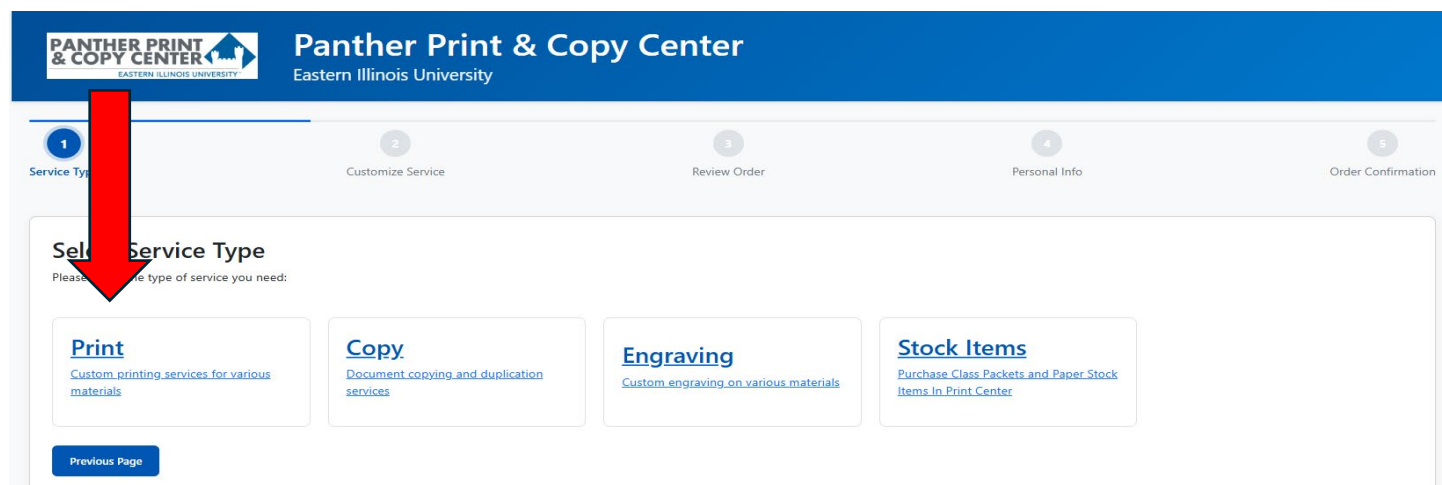
Print Center –PLACING AN ORDER - POSTERS

Use this link: <https://mainwebprod.eiu.edu/busoffapps/apps/ppcc/ppccDashboard.php>

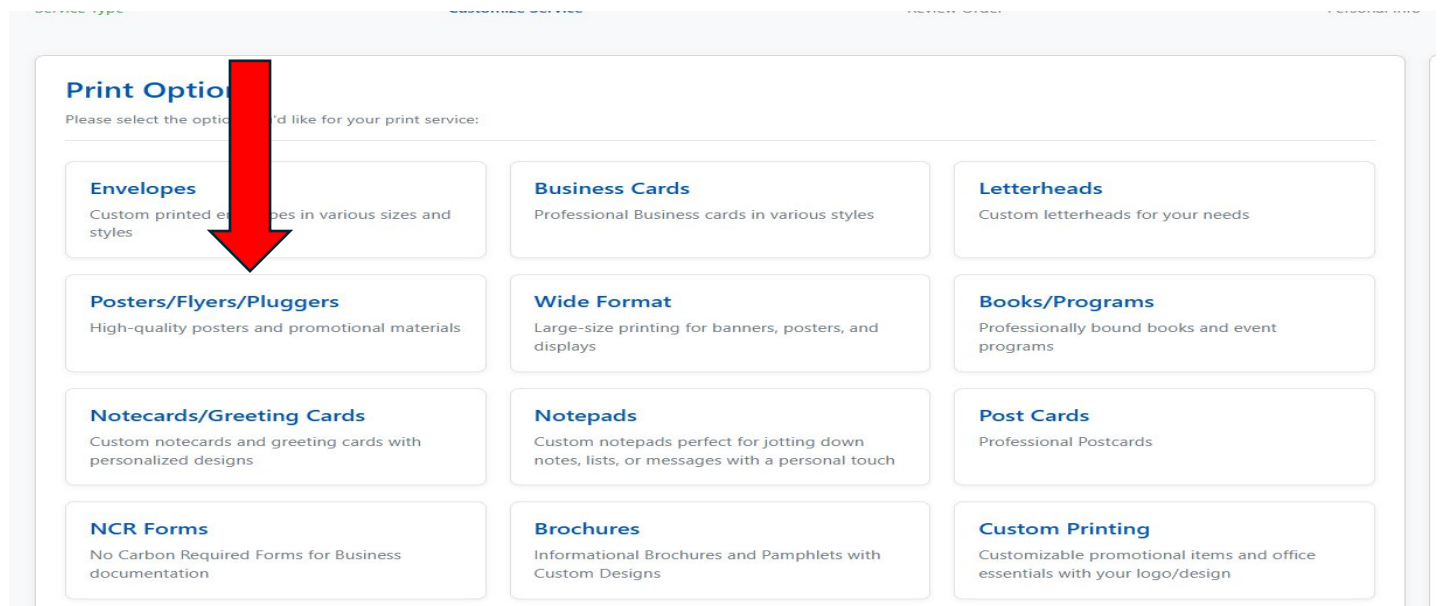
- **Click + New Order**



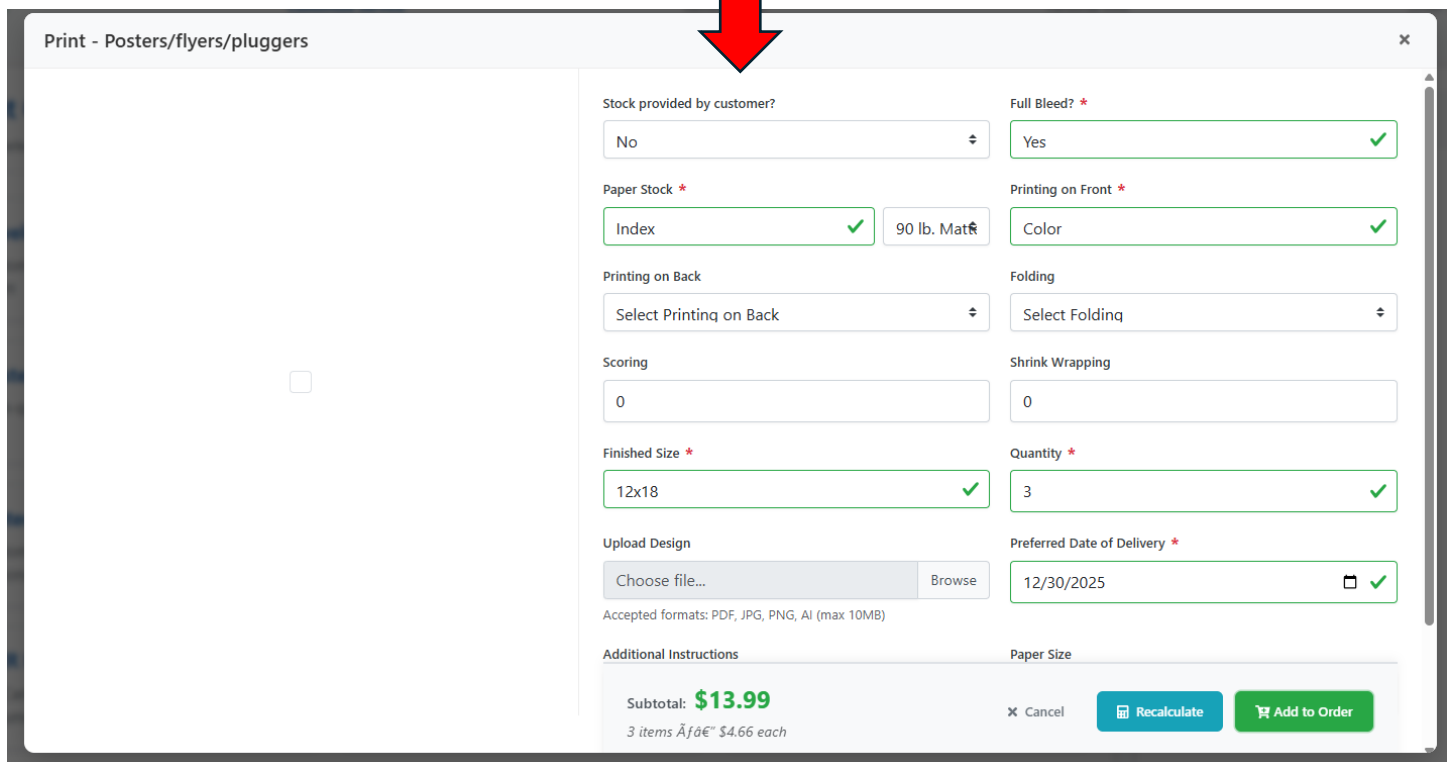
- **Click Print Tab**



- **Click Posters/Flyers/Pluggers Tab**



- **Select your order options**



Print - Posters/flyers/pluggers

Stock provided by customer?
 No

Full Bleed? *
 Yes

Paper Stock *
 Index 90 lb. Mat

Printing on Front *
 Color

Printing on Back
 Select Printing on Back

Folding
 Select Folding

Scoring
 0

Shrink Wrapping
 0

Finished Size *
 12x18

Quantity *
 3

Upload Design
 Choose file... Browse

Preferred Date of Delivery *
 12/30/2025

Accepted formats: PDF, JPG, PNG, AI (max 10MB)

Additional Instructions
 Subtotal: **\$13.99**
 3 items @ \$4.66 each

Paper Size
 X Cancel Recalculate Add to Order

- Stock provided by Customer. Are you supplying your own paper? Yes/No
- Full Bleed? (does your design go clear to the edge of your paper?) Yes/No
- Paper Stock – What type of paper would you like to use? Index, Cover, Text Stock, Coated on Front or Coated on Front and Back
- Select the Paper weight option/color ***
- Is there printing on the front? Color or Black
- Is there printing on back? Color or Black
- Folding? Half, Accordion/Fan, or Letter/Brochure
- Scoring?
- Shrink Wrapping? How many/bundle
- Finished Size?

Finished Size *
 12x18

Select Finished Size

4.25x5.5

5.5x8.5

8.5x11

8.5x14

11x17

12x18

Customize

- *** Additional instructions: This can be where you put a specific paper color, or if you chose custom size, you can add the size you want your poster or any other comments not specified on this form.
- Calculate price
- Add to Cart

Once items are added to your cart, you may add additional prints if needed or you can review your cart by clicking on the your cart (1st screenshot) or Review your order (2nd screenshot)

Screenshot #1

Eastern Illinois University

Panther Print & Copy Center
Eastern Illinois University

1 Service Type 2 Customize Service 3 Review Order 4 Personal Info 5 Order Confirmation

Print Options
Please select the option you'd like for your print service:

Envelopes
Custom printed envelopes in various sizes and styles

Business Cards
Professional Business cards in various styles

Letterheads
Custom letterheads for your needs

Your Cart

Print - Posters/Flyers/Pluggers
Quantity: 3

Screenshot #2

Posters/Flyers/Pluggers
High-quality posters and promotional materials

Wide Format
Large-size printing for banners, posters, and displays

Books/Programs
Professionally bound books and event programs

Notecards/Greeting Cards
Custom notecards and greeting cards with personalized designs

Notepads
Custom notepads perfect for jotting down notes, lists, or messages with a personal touch

Post Cards
Professional Postcards

NCR Forms
No Carbon Required Forms for Business documentation

Brochures
Informational Brochures and Pamphlets with Custom Designs

Custom Printing
Customizable promotional items and essentials with your logo/design

[Back to Services](#) [Review Order](#)

Review Order

- You can edit your order, remove item or save for later.
- Click the details if you would like to review the entire order

Panther Print & Copy Center
Eastern Illinois University

1 Service Type 2 Customize Service 3 Review Order 4 Personal Info 5 Order Confirmation

Review your Order 1 item

#	Service Type	Quantity	Price	Actions
1	Print - Posters/Flyers/Pluggers	3	13.20	Edit Remove No File Save for Later Details

[Back to Service Options](#) [Proceed to Checkout](#)

If you have a file to send, make sure it's attached to order before submitting

Proceed to Checkout for printing

**Panther Print & Copy Center**
Eastern Illinois University

1
Service Type

2
Customize Service

3
Review Order

4
Personal Info

5
Order Confirmation

Personal Information

Request Type: ☒ Departmental Transfer ⓘ ☐ Student/Staff/Faculty/Student Org ⓘ

Department: *

Billing Org Number: *

Contact Person: *

Email: *

Phone: *

Delivery Address: *

[Back to Review](#) [Submit Order](#)

Start this form by checking whether your payment will be through a Department Transfer or paying through cash or credit

Department Transfer -

- Start typing Department Name.
- The billing org number will automatically show up
- Type the contact person's name
- The email address will automatically show up. (If you don't want to use this email, you may type in a different one.)
- Enter a phone number
- The delivery address will populate for the department since this is a Department Transfer

Once you submit your form, you will see this screen.

**Panther Print & Copy Center**
Eastern Illinois University

1
Service Type

2
Customize Service

3
Review Order

4
Personal Info

5
Order Confirmation



Order Submitted

Order Number
54

Your order has been submitted successfully.

Processing
1-2 business days

Updates
Via email

Questions?
(217) 581-3820

[View My Orders](#) [New Order](#)

Student/Staff/Faculty/Student Organization –

This is for anyone with an E# paying personally:

Personal Information

Request Type: * ☐ Departmental Transfer ¹ ☒ Student/Staff/Faculty/Student Org ¹

Contact Person: * Email: *

Phone: *

☐ Tax Exempt? ¹

[Back to Review](#) [Submit Order](#)

- Enter the contact person's name
- EIU email will automatically populate. You may change this if you would like
- Enter the phone number
- Check the box if you are Tax Exempt.
 - Enter your tax-exempt number
 - Upload your certificate
 - This will have to be included before tax exempt is authorized.
- Submit Order

Confirmation screen once order has been submitted

**Panther Print & Copy Center**
Eastern Illinois University

1
Service Type

2
Customize Service

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Review Order

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Order Submitted

Order Number
55

Your order has been submitted successfully.

**Processing**
1-2 business days

**Updates**
Via email

**Questions?**
(217) 581-3820

[View My Orders](#) [New Order](#)

Department Workflow Queue

PERSONAL/EIU EMPLOYEE/EIU CLUB

