

Ordering Posters through LECOMT

Overview:

Poster printing is done via an approved vendor named Graphicsland which is accessed online at MakeSigns.com. LECOM has an account with this company so all orders are placed via a standard Purchasing Order system. Residents/Fellows may upload his/her presentation and submit the order, bypassing payment. The Order Summary is to be submitted to LECOMT. Payment for the poster will be sent to MakeSigns by LECOM Purchasing. The poster will be shipped directly to the Resident/Fellow.

IMPORTANT:

- *This PO system requires placing orders 15-30 days in advance of the date the poster is needed.*
- *Only standard shipping will be covered.*
- *Payment will be sent directly to MakeSigns by LECOM.*
- *Residents/Fellows will not be reimbursed if he/she pays out-of-pocket.*

Step by Step Instructions for Submitting Order:

1. Go to <http://www.makesigns.com/>.
2. Upload presentation.
3. Complete size (36”X48”), media (glossy) and quantity (1).
4. Choose “Add to Cart”. Review order.
5. Choose “Checkout Now”.
6. Enter email address. Checking out as a guest is sufficient.
7. Complete “Where Are We Sending This Order”.
8. Complete “What Is The Address?” Poster will be shipped directly to the Resident/Fellow.
9. Choose “Continue to order details”.
10. Choose shipping option “Standard Shipping” under “How Fast Do You Want It?” Verify the shipping address.
*No other shipping option will be authorized for payment.
11. Choose “Continue to Payment”.
12. Choose “How Would You Like To Pay?”
13. Choose “Fax/Email a Purchase Order” so LECOM Purchasing can send a physical Purchase Order to Graphicsland.
14. For “Bill To” enter “Accounts Payable, 1858 West Grandview Blvd, Erie, PA 16509”
*Do not enter personal payment information. Residents/Fellows will not be reimbursed. Call the company at 1-800-347-2744 or utilize MakeSigns on-line chat if there are any problems bypassing payment.
15. Verify the information under “Order Overview”.
16. Choose “Submit Order”.
17. The “Order Summary” will be provided. This will be emailed to the Resident/Fellow. PRINT IT OUT.
18. E-mail the “Order Summary” to Monica Stanford mstanford@lecom.edu and Deborah Lee-Sanko dsanko@lecom.edu at LECOMT.

IMPORTANT:

- *The packing slip must be sent to Monica Stanford and Deborah Lee-Sanko (e-mails are listed above). The packing slip will be found inside the tube with the poster. It may not be readily visible, so check carefully for it.*