

國立中央大學生命科學系使用繪圖機申請表

Poster Machine Application Form (LS-NCU)

101.12.25 系務會議修訂

108.11.12 系務會議通過

申請人 Applicant		系 級 Department level	<input type="checkbox"/> 大學部 Under <input type="checkbox"/> 碩士班 Master <input type="checkbox"/> 博士班 PhD							
分機/手機 Extension / Mobile		預約使用日期 Appointment Date	_____ Year _____ month _____ day							
機器種類 Machine type	<input type="checkbox"/> HP Designjet 500PS42 (僅可印紙 Printable paper only) <input type="checkbox"/> Epson SCP8000 (僅可印布 Printable cloth only)									
預約時間 Appointment time	上午 AM	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30
	下午 PM	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	---
事 由 Reason for use	<input type="checkbox"/> 參加研討會 Attend a conference, 日期 Date: _____ Year _____ month _____ day, 研討會名稱 conference name _____ <input type="checkbox"/> 海報標題 Poster title _____									
規格及張數 Size and number of sheets	<input type="checkbox"/> A0 (長 L×寬 W=84 cm × 118cm) _____張 sheets <input type="checkbox"/> A1 (長 L×寬 W=59 cm × 84 cm) _____張 sheets <input type="checkbox"/> A2 (長 L×寬 W=42 cm × 59 cm) _____張 sheets <input type="checkbox"/> 自訂尺寸 Custom size 長 L _____ × 寬 W _____ 張 sheets									
生科系系主任簽名 Signature of LS chairman					指導教授/老師簽名 Signature of Advisor or Instructor					

注意事項：

1. 申請時需附上 A4 海報樣張。
2. 請於預計使用三天前提出申請，以便管理者準備紙張及墨水，並限於上班時間 8:30-16:30 內開始印製，17:00 以前必須印完，晚上及例假日不開放使用；印製 A0 一張至少需 30 分鐘，請提早準備。
3. 非本系人員以 HP 印製收費 A0 300 元/張；本系學生以 HP 印製第一張免費，同一張海報因故需印第二次時，每次收費 100 元，此收費請填寫國立中央大學捐款單並完成繳費。
4. 本系教員每年可免費以 Epson 印二張布質海報，一年內印第三張時須酌收費用（A0 200 元/張），學生(含外系人員)印布的海報收費（A0 500 元/張）。

Precautions：

1. A4 poster proof must be attached when applying.
2. Please submit the application three days before use, so that managers can prepare paper and ink, and printing during 8: 30-16: 30. It must be done before 17:00, and it is not open at night and on regular holidays. It takes at least 30 minutes to print a sheet of A0, please prepare in advance.
3. Non-staff personnel print by HP for A0, will be charged NT\$300 dollars/sheet; students of LS print the first one for free with HP. IF someone needs to be printed the same poster for the second time, it costs 100 dollars/sheet. The money will be donated to National Central University.
4. The teachers of LS can print two cloth posters with Epson for free each year, but shout pay the fee for printing the third one within one year (A0 \$200 dollars/sheet), and the fee for posters printed by students (including other department staff) (A0 500 dollars/sheet).