

# Banner Print Order Form

Please Complete Below Sections in Full

**Name**  
**Email**  
**Phone**

**Submitted**  
Date:  
Time:

**Needed By**  
Date:  
Time:

Don't say ASAP!

## Paper Type

- |                    |      |                         |      |
|--------------------|------|-------------------------|------|
| Singleweight Matte | \$6  | Fine Art Paper          | \$13 |
| Enhanced Matte     | \$7  | Transparency            | \$10 |
| Semigloss / Luster | \$8  | Light "Cotton" Fabric   | \$9  |
| Photo Glossy       | \$10 | Heavy "Cotton" Fabric   | \$9  |
| Canvas             | \$13 | "Silk" Fabric 42"       | \$9  |
| Adhesive Vinyl     | \$12 | Hahnemuhle Ph Rag Pearl | \$15 |
| Japanese Paper 42" | \$13 | Customer Supplied Paper | \$5  |

Prices are per linear foot. max width 44"

## Special Instructions

## File Info

Folder/File Name(s)

File Type (Packaged InD, PDF, EPS or TIFF)

Output Dimensions (L" x W")

Be exact - we will NOT resize your images. Include any borders or crop marks as needed.

Fonts/Images Included?

Include a black and white proof of your file/s!  
See reverse side for important file setup info!

# Rush?

If you absolutely need your print(s) in under 48 hours you will be charged a \$20 RUSH fee per file/print.

\$20

## For Service Bureau Only-Customers Do Not Complete

**Order Taken By**

**Test Print Completed By**

**Final Print Completed By**

**Customer Proof Included?**



Date:

Date:

Time:

Time:

Initial:

Initial:

**Test Print Appointment**

**Test Print Approval**

Date:

Date:

Time:

Time:

Initial:

**Total Inches**

**Total Cost**



**Paid / Tracked?**



# Standard turnaround is 48 hours!

## Banner Printer Guidelines

### 1) File Preparation

Please follow these suggestions when setting up your files for a banner print:

#### Photoshop:

Flatten your image - there should be only 1 layer - and no extra Channels! Save as a TIFF with NO compression.

#### Illustrator:

SAVE AS an Illustrator EPS file or PDF. Be sure to check the options for embedding fonts and images. If your text is relatively large (>24pt.) you can convert your text to outlines.

#### InDesign:

In the File menu choose PACKAGE. Follow the prompts to create a folder which will contain your InDesign layout file and all fonts and images. You can also create a Press/High Quality PDF (and verify the PDF looks correct).

### Set Up Suggestions

- a) Size: Save and send us your files at their final output dimensions. **WE WILL NOT RESIZE OR CHANGE YOUR FILES!** If you want a 30"x40" print, then save your file at that size. Also, **include any BORDERS OR TRIM MARKS** if needed. Roll widths are 44" unless otherwise noted. **Please specify if you want a borderless print.** If not printing borderless, full width is approximately 43.75".
- b) Image resolution: If you are going to print an image, whether alone or as part of a layout, we recommend that it be at least 150dpi or higher in resolution. Anything lower than 150dpi will begin to look bitmapped and chunky, however, your color files should never be more than 300dpi.
- c) Paper/media: check the paper samples book at the Service Bureau counter to get an idea of how your image might look. If you have questions about the differences, please ask.

### 2) Getting the files to us

- a) create a new folder on Temp\_Storage (for lab workstations) or User\_Data (for laptops) and copy your files into it.
- b) Copy your files to our server: In the menubar of the Finder go to the GO menu. Click on CONNECT TO SERVERS, and then on SBDROPBOX.MCAD.EDU. Login with your MCAD Login. When the Drop Boxes mount, open it up to reveal four folders. Copy your folder into the Banner Print Dropbox folder. To connect directly, the address is **sbdropbox.mcad.edu** in the server menu.
- c) CD/DVD: burn your file/s to CD/DVD and drop them off with your order.

### 3) Ordering your Banner Print

Pick up an order form from the SB and fill it out completely. If you have any questions please ask.

#### a) Customer Proof

You must provide us with a black and white proof of your file/s so we know if something looks wrong. If you choose not to submit a proof, please indicate so on your order form.

#### b) Test strips

Schedule an appointment to see a test strip of your print if you want. This will be indicated on your order form.

- c) After viewing your test strip, either approve it and sign your order form, or take the strip and adjust your file accordingly. Color adjustment and any other changes are your responsibility. When color adjusting files, any of the SB staff will gladly assist you. If the color accuracy is not important to you, or if your job is RUSHed, you can sign your approval without seeing a proof. However, if you are not satisfied with the quality of your print, it will be your responsibility to pay for any reprints. Large format prints will not be completed unless you have signed-off on your order form.
- d) Please note that only one (1) test strip is included in the price of your print. Any additional testing and set-up time with the file may incur extra charges at a cost of \$20/hour.
- e) **Currently, banner prints are run Monday through Friday, 8am-5pm, and are turned around in up to 48 hours** (not including weekends!) but generally less than that. If you have a situation where you need a print in under 48hours, you must pay the \$20 RUSH fee per print to expedite your order. As always, plan ahead, especially during finals.

### 4) Returns/Reprints

If the above policies are adhered to and you are still not satisfied with the quality of your print, reprints will be done at the expense of the MCAD Service Bureau and/or a refund offered.