

# SILHOUETTE CUTTER

## VINYL AND PAPER “DIE CUTTING” INSTRUCTIONS



**2 business day minimum turnaround, +1 business day for weeding/taping.**

**Bulk jobs (over 10') 5+ business day turnaround. No rush jobs.**

1. Create your file in Illustrator
  - a. closed vector paths only, no overlapping paths
  - b. strokes and text must be converted to outlines
  - c. maximum dimensions per file = 12x48” for vinyl or 12x24” for paper
  - d. maximum overall cutting length per job = 20’
2. View file in Outline mode (View > Outline) to see cut paths (and adjust file as necessary)
3. Name your file(s), using [appropriate file naming conventions](#)  
e.g. BKknowles\_titlewall\_whitematte\_12x24\_june62021.ai
4. Save your document as an .ai file
5. If you have multiple files, place them in a folder (folder name = your name/username)  
*\*note\* If your folder is too large to attach to an email/upload quickly, please compress into a .zip file*
6. Upload or attach folder/file(s)
  - a. Service Bureau Dropbox Server: Finder>Go>Connect to Server>sbdropbox.mcad.edu  
Drop file into the Cutter Dropbox Folder
  - b. Google Drive (turn on sharing permissions so we have access to edit)
  - c. Attach smaller files directly to your email
7. Fill out this order form, be sure to fill all appropriate fields, and include as much detail as possible.
8. Email the completed order form, with any attachments, to **sbureau@mcad.edu**

- Once we receive your file and order form, we will get started prepping your files to print
- We may have questions, or run into issues while printing, please keep an eye on your email as we will contact you there if we need any additional information
- Once your job is complete, we will charge your PaperCut account/department listed on the order form (please ask for a quote in your email order if necessary prior to printing)
- We will bag or roll your cutting job and place it on the Pick Up shelf outside of the SB
- You will receive an email when the job is complete
- You may use your own paper or vinyl (we may ask to see a sample before approving) just let us know in your email when you will be dropping it off, and be sure to label the package with your name
- You must provide at least 10% extra length for customer supplied vinyl and paper to account for testing and miscuts (these can happen frequently with longer files)
- Weeding = removing negative space from vinyl (we will not weed text under 36pt sans/48pt serif)
- Taping = necessary to apply intact design to final surface (surface must be smooth, clean, and dry)
- We do not install vinyl (see intranet for tips)
- If you would like to set up an appointment to discuss your project, just email us and we will set that up!

**EMAIL FILE/INFO AND ORDER FORM TO: SBUREAU@MCAD.EDU**

# SILHOUETTE CUTTER

## VINYL AND PAPER "DIE CUTTING"

M  
CAD

SERVICE BUREAU

Name:

**NEEDED BY**

MCAD Username:

Date:

Charge to:

Time:

*Upload your folder to the sbdropbox server/Cutter Dropbox, or share via google drive.*

*Email this order form to sbureau@mcad.edu along with any additional information.*

*Please make an appointment if you need more guidance, or would like to explain your project further.*

Folder Name:

File Name(s):

Output Dimensions:

*Please note: File must be created in Illustrator, with all type saved as outlines.*

Paper Cutting - \$3/foot (Max 12x24") - Note paper type below (please include an extra sheet/scrap for testing)

Vinyl Cutting - \$5/foot (Max 12x48")

Glossy Black

Matte Black

Customer Supplied - \$3/foot

Glossy White

Matte White

12x12 Scrap Color (colors subject to availability, ask to see current options)

Vinyl Weeding/Taping - \$5/foot

Self-Serve Tape - \$3/foot (weeding not included)

NOTES

Please pay attention to our standard turnaround times. 3 business days for full cut/weed/tape. **NO RUSH JOBS**

All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days. **20FT TOTAL LENGTH MAX.**

**TOTAL INCHES CUT**

**WEEDING/TAPING**

**TOTAL COST**

**PAID?**

\$