

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 = 24x48” for vinyl or 24x24” 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. BKnowles_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 Small Format Epson Print Folder
- b. Google Drive (turn on sharing permissions so we have access to edit)
- c. Attach smaller files directly to your email

7. With Adobe Acrobat, fill all appropriate fields in order form, include as much detail as possible

8. Email the completed order form, with any attachments, to sbureau@mcad.edu

- We will cancel your order if we are missing information, if your file is incorrect, or otherwise unable to be cut
- We may have questions, or run into issues while printing, *please keep an eye on your MCAD email*, we will contact you there if we need any additional information, or need you to resubmit the order
- Once your job is complete, we will charge your PaperCut account or the department listed on the order form *(please ask for a quote prior to cutting if necessary)*
- You will receive an email when the job is complete and ready for pick up from the shelf outside of the SB
- 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 it 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)*
- We encourage you to [set up an appointment](#) to discuss your project

FOR BEST RESULTS: DOWNLOAD AND OPEN ORDER FORM WITH ADOBE ACROBAT

EMAIL FILE/INFO AND ORDER FORM TO: [SBUREAU@MCAD.EDU](mailto:sbureau@mcad.edu)

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M
CAD

SERVICE BUREAU

Name: *If this project is for a class assignment* **NEEDED BY**
MCAD Username: Course Name: Date:
Charge to: Instructor: Time:
(department, personal, group, etc)

**PLEASE NOTE: WE WILL NOT ALTER YOUR ARTWORK IN ANY WAY. FILE(S) MUST BE CUT READY
FILE MUST BE VECTOR IMAGE CREATED WITH ILLUSTRATOR. OUTLINE FONTS/STROKES. NO OVERLAPPING PATHS.**

File/Folder Name:

Number of Artboards/Files in Folder:

Total Design Dimensions:

Number of Copies (if applicable):

Vinyl Cutting - \$0.05/square inch *(Max 24x48") Transfer tape included*

Vinyl Color:

Weeding - \$0.04/square inch *(We reserve the right to refuse this service if design is deemed too intricate)*

Paper Cutting - \$0.75/minute *(time is calculated by cutting machine, based on intricacy of design)*

Paper Type:

Keep counterforms *(extra time may need to be added)*

NOTES AND ADDITIONAL INFORMATION

*If you have multiple files, you can list the file names and dimensions here.
Add any pertinent details i.e. "to be used as a stencil" or "imagepress printed paper, order sent separately" etc.*

*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?

\$