IMAGEPRESS
COLOR LASER PRINTER
INSTRUCTIONS

M CAD
SERVICE BUREAU

1 business day turnaround, we do not accept rush orders
Bulk orders (over 100 prints/copies) subject to 5+ business day turnaround

1. Create a **PRINT READY FILE**
   a. File size/dimensions saved as your final print output size
   b. **High-Res** (ideally 300dpi, no less than 150dpi)
   c. Account for .25"/6mm non-printable margin around page size
2. Name your file(s), using **appropriate file naming conventions**

   e.g. BKnowles_ticketmaster_11x17_July42021.pdf
3. Save your document as one of these file types:
   a. **PDF** (preferred)
   b. **TIFF** (must be flattened/layers merged)
   c. **Packaged InDesign Folder** (compress into .zip prior to sending)
4. Upload or attach folder/file(s)
   a. Service Bureau Dropbox Server: Finder>Go>Connect to Server>sbdropbox.mcad.edu

      Drop file into the ImagePress Folder
   b. Google Drive (turn on sharing permissions so we have access to edit)
   c. Attach smaller files directly to your email
5. **With Adobe Acrobat**, fill all appropriate fields in order form, include as much detail as possible
6. Email the completed order form, with any attachments, to **sbureau@mcad.edu**

- *NO books or booklets with this order form, please use a book binding order form*
- *File must be saved at print size, we do not scale or make other alterations to your work* (we suggest opening your tiff/pdf files in Photoshop to double check image size and resolution prior to submitting)
- *We will cancel your order if we are missing information, if your file is incorrect, or otherwise unprintable*
- Once we receive your file and completed 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 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/department listed on the order form *(please ask for a quote in your email order if necessary prior to printing)*
- You will receive an email when the job is completed and on the pick up shelf
- See Knowledgebase and sample booklets for Paper Types we have available.
- You may use your own paper (we may ask to see a sample before approving it to print), make note of that on your order form and email us to coordinate drop off
- **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

IMAGEPRESS
COLOR LASER PRINTER

M C A D

SERVICE BUREAU

Name:

MCAD Username:

Charge to:

(department, personal, group, etc)

If this project is for a class assignment

Course Name:

Instructor:

☐ For Printmaking

NEEDED BY

Date:

Time:

PLEASE NOTE: FILE(S) MUST BE PRINT READY.
WE WILL NOT ALTER YOUR ARTWORK IN ANY WAY.   WE DO NOT SCALE.   WE DO NOT DO LAYOUT/DESIGN.

File/Folder Name:

Number of Pages/Files:

Image Size *(dimensions in inches)*:

Number of Copies:

Paper Type:

File Type:

PDF

TIFF

Indd Folder

☐ Color - $0.25/print

☐ B&W - $0.02/print

☐ Print Double-Sided

☐ Print w/ Crop Marks

☐ Stack Trim *(5+ sheets, allow for 1/8" bleed)* - $1.00/stack

☐ Laminate *(11x17 or 8.5x11 sheets)* - $0.50-$1.00/sheet

NOTES AND ADDITIONAL INFORMATION

Paper size will be selected based on your image size, if you have a sheet size preference, please list in notes here:

Please pay attention to our standard turnaround times.
All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days.

TOTAL SHEETS	TOTAL PRINTS	FINISHING	TOTAL COST	PAID?
	COLOR		$	
	B&W			