

Banner Print Order Form

Name:	Submitted (Staff Initial):	Needed by (48 hrs from submitted)
MCAD Username:	Date:	Date:
Dept. (if applicable):	Time:	Time:

Please include an 8.5x11 B&W printout of your file(s) for reference. See back of order form for setup information.

Folder Name:

File Name(s):

File Type: **PDF** **TIFF** (flattened) **EPS** (outlined type) **InDesign** (packaged folder)

Output Dimensions:

(Note: we will NOT resize, add borders, or crop marks to your files.)

Standard Media

- \$6 Singleweight Matte
- \$7 Enhanced Matte
- \$7 Newsproof
- \$7 Newsprint (24x36" sheet)
- \$1.50 Customer Supplied Paper (per square foot)
- \$8 Semigloss/Luster
- \$5 Transparency
- \$3 Transparency 36"
- \$8 Japanese Paper 43"

Premium Media

- \$13 Canvas
- \$15 Fine Art Cold Press
- \$15 Hanhemuhle Photo Rag Pearl
- \$12 Adhesive Vinyl

Fabric Media

- \$9 Silk 42"
- \$9 Light Cotton
- \$9 Heavy Cotton
- \$10 Polyester Taffeta

(Unless otherwise specified: Prices are per linear foot. Media is on 44" rolls)

- Print a Test** (W x 5" please indicate preferred test area)
- Approve**
- Hold**
- Cancel**
- Print Borderless** (File must be L x 44". Not available for Fabric Media or sheets)
- Rush** (Extra \$20 per print charge for prints needed in under 48 hours)
- Email When Complete**
- Other:**

Test Printed: Staff Initials: Date:	Final Printed: Staff Initials: Date:	Total Inches:	Total Cost: \$	Paid? 
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TURNAROUND TIME IS TWO BUSINESS DAYS!

Banner prints are run Monday through Thursday, 9am-9pm, Fridays 9am-5pm, and Sundays 4-9pm, Minimum turnaround is 48 business hours.

If you *need* a print in under 48 hours, there is a \$20 RUSH fee PER PRINT to expedite your order. If you are ordering more than 10 FEET of prints, minimum turnaround is 5 business days.

STEP 1. FILE PREPARATION

We can print TIFF, PDF or EPS files only, please save your file accordingly:

Photoshop:

Flatten your image
No active channels
Save as TIFF

Illustrator:

Outline all text
Embed all images/fonts
Save as an Illustrator EPS with
artboards, or as PDF

InDesign:

File>Package after saving file.
Give us complete Folder with all
fonts/links and PDF (print)

File Set Up Requirements:

Size: Save your file at the final output size. **WE WILL NOT RESIZE OR CHANGE YOUR FILES!** If you want a 30"x40" print, you must save your file at that size. Include any borders or trim/crop marks in your file if needed. Roll paper widths are 44" unless otherwise noted. Please specify if you want a borderless print. If not printing borderless, print area is approximately 43.75"

Image resolution: Image resolution should be no less than 150dpi (any less will look very chunky and pixelated), and no more than 300dpi (any more can cause processing errors). 300dpi at final output dimensions is ideal.

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.

STEP 2. GETTING FILES TO US

SBDropbox Server: From Finder > GO. Click on CONNECT TO SERVER, choose SBDROPBOX.MCAD.EDU. Login with your MCAD Login. Copy your folder/file into the Banner Print Dropbox folder.

USB Drive: Copy your files to a thumb drive and drop it off with your order.

STEP 3. ORDERING YOUR BANNER PRINT

Submit Order Form: Available in the SB, or on the intranet. Fill it out completely. Please wait for confirmation from staff that we have your file and all required information. If you have any questions please ask.

Customer Proof: Please provide us with an 8.5x11 black & white printout of your file for reference. Indicate test area if necessary.

OPTIONAL: TEST STRIPS

If you need to see a test of your file, please indicate so on order form.

1. The 5" test strip of your file, on selected media will be available within 24 hours, please check on test ASAP when emailed.
2. After viewing your test strip, please tell us how to proceed:
Approve, and we will queue to print the file as-is.
Hold, if you need to make adjustments to your file.
Cancel, if you decide to cancel the order.
3. Once we print a test strip, we will not print your final until you sign off. Please be sure to indicate how we should proceed on your original order form, or via email.
4. 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.

REFUNDS/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. Refunds/reprints will not be considered once prints leave the SB. We will attempt to contact you if we notice any errors prior to, or while printing. Please keep an eye on your MCAD email!