

# RISOGRAPH

## DIGITAL DUPLICATOR

### INSTRUCTIONS



**2 business day turnaround 1-2 colors, +1 business day per additional color, bulk jobs (over 100 copies) 5+ business day turnaround. No rush jobs.**

1. **Make an appointment** with full time staff to review file setup prior to submitting order
2. **Create** your file
  - a. Print ready file must be B&W/greyscale
  - b. Include color mock up for reference
  - c. Each color must be on its own clearly named layer (or page)
  - d. Most file types are acceptable
3. **Name** your file, using appropriate file naming conventions (ex. yourname\_date\_filename.psd)
4. Multiple files should be in a folder, compressed into a .zip file
5. **Review** checklist below to assure speedy and error-free service
6. **Complete** this order form with as much detail as possible, use Adobe Acrobat for best results
7. **Email** completed order form, with all **Print Ready** .zip files, to **sbureau@mcad.edu**

#### ***Risograph printing checklist:***

File is in grey tones, with **accurate tonal range based on ink color intensity**, *not* just converted to greyscale

One layer per color, no separation by value/opacity

**Printable area** is taken into account with borders

Color mock-up is provided

Turnaround time reviewed, print will take 1 business day per color (minimum 2 business days) to complete

Print settings considered for each layer

File named appropriately

Completed an appointment to review file setup with full time staff (required for first time submissions)

#### ADDITIONAL REQUESTS:

Book/Booklet requests have been reviewed by full time staff (***we do not assemble risograph book/booklets***)

Thermography requests have been reviewed by full time staff (only available for 1 color prints)

Trimming requests have been reviewed by full time staff (not available for tight margins, bleed area a must)

- ***We will cancel your order if there is missing information, your files are incorrect, or otherwise unprintable***
- ***Please keep an eye on your MCAD email***, we will contact you there if we have questions about your order
- We may change your requested print settings (e.g. you chose line/solid and the layer has grey tones)
- Once your job is complete, we will charge the PaperCut account or department listed on your order form
- 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**
- **We encourage you to set up an appointment with our staff to discuss your risograph project**

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

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

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## DIGITAL DUPLICATOR

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: FILE(S) MUST BE PRINT READY.  
WE DO NOT ALTER YOUR ARTWORK IN ANY WAY. WE DO NOT COLOR SEPARATE. WE DO NOT DO LAYOUT/DESIGN.**

File/Folder Name:

Number of Pages/Files:

Image Size *(dimensions in inches)*:

Scale to fit

Number of Copies *(10 minimum)*:

Duplex

Paper Type:

Booklet

Large Halftone 43lpi 

Small Halftone 71lpi 

Tiny Halftone 106lpi 

Photo Grain 

Line/Solid 

Color

Print Setting

Notes

Layer 1

Layer 2

Layer 3

Layer 4

Layer 5

### NOTES AND ADDITIONAL INFORMATION

*If you have additional layers, or if you would like multiple paper types, you may list them here*

*Please pay attention to our turnaround times. 1 day of drying time per color. Minimum 2 business days.  
All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days.*

**TOTAL SHEETS**

**TOTAL PRINTS**

**MASTERS**

**TOTAL COST**

**PAID?**

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