

EPSON FULL SERVICE

INKJET PRINTER

INSTRUCTIONS



2 business day turnaround, we do not accept rush orders.

Bulk orders (10+ feet / 5+ total prints) subject to 5+ business day turnaround

1. Create a **PRINT READY FILE**
 - a. File size/dimensions saved as your final print size
 - b. High-Res (ideally 300dpi, no less than 150dpi)
 - c. Include any necessary borders in your file (we recommend including a minimum .5" border)
 - d. Include any necessary bleed area, and trim/crop marks
 2. Name your file(s), using [appropriate file naming conventions](#)
e.g. BKnowles_illustrationfinal_17x22_march52022.pdf
 3. Save your document as one of these file types:
 - a. PDF
 - b. TIFF (must be flattened/layers merged)
 4. 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
 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**
- ***File must be saved at print size, we do not scale, add borders, or make other alterations to your work***
 - *We will cancel your order if we are missing information, if your file is incorrect, or otherwise unprintable*
 - *Please keep an eye on your MCAD email, 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 place print on the Pick Up shelf or in roll rack outside of the SB, you will be emailed when ready
 - Turnaround begins when we receive print ready files and completed order forms
 - For sheet printing, include a minimum .56" border in your file
 - Transparency *sheets are no longer offered*, please submit printmaking transparencies as Banner Print Orders
 - Multiple files using the same specs: submit files in a folder together, and list all file names/sizes in notes section
 - *We do not offer trimming/cutting services for Epson prints, you may use the rototrimmers in the DPL*
 - 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) just let us know in your email when you will be dropping it off, and be sure to label the package with your name
 - 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

EPSON FULL-SERVICE

PHOTO QUALITY INKJET PRINTER



SERVICE BUREAU

Name:

MCAD Username:

Charge to:

(department, personal, group, etc)

If this project is for a class assignment

Course Name:

Instructor:

NEEDED BY

Date:

Time:

PLEASE NOTE: WE WILL NOT ALTER YOUR ARTWORK IN ANY WAY. FILE(S) MUST BE PRINT READY
WE DO NOT ADD BORDERS OR TRIM MARKS, WE DO NOT RESIZE IMAGES, WE DO NOT COLOR CORRECT

File/Folder Name:

☐ PDF

Number of Pages in Document/Files in Folder:

☐ TIFF *(flattened)*

Image Size(s):

Number of Copies:

Paper Type:

NOTES AND ADDITIONAL INFORMATION

If you have multiple files, you can list the file names, quantities, and dimensions here

☐ Center Print on Media *(additional charges may apply)*

☐ Print Borderless *(File must be L x 17"/24". Not available for sheets. Allow for 1/8" bleed.)*

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.

LINEAR INCHES PRINTED	TOTAL COST	PAID?
	\$	