

# EPSON LARGE FORMAT BANNER

## INKJET PRINTER

## INSTRUCTIONS



**2 business day turnaround, \$20/per print rush fee to expedite order (within 24 hours)  
10+ feet is a bulk order, 5 business day minimum turnaround**

1. Create your document at print size: ideally 300dpi (no less than 150dpi), at final output dimensions  
*\* include any necessary borders or crop marks in your file\**
  2. Name your file(s), using [appropriate file naming conventions](#)  
e.g. BKnowles\_photomidterm\_44x60\_feb102021.pdf
  3. Save your document as one of these file types:
    - a. TIFF (be sure to flatten/merge your layers and save as a copy)
    - b. PDF (print ready)
    - c. [Packaged InDesign Folder](#) (must include the entire folder with all fonts/images etc)
  4. 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*
  5. Upload or attach folder/file(s)
    - a. Service Bureau Dropbox Server: Finder>Go>Connect to Server>sbdropbox.mcad.edu  
Drop file into the Banner Print Folder
    - b. Google Drive (turn on sharing permissions so we have access to edit)
    - c. Attach smaller files directly to your email
  6. Fill out this order form, be sure to fill all appropriate fields, and include as much detail as possible.
  7. Email the completed order form, with any attachments, to [sbureau@mcad.edu](mailto:sbureau@mcad.edu)
- Test prints available (5" strips), please specify area to test in notes, allow extra time to make changes. No tests for rush jobs. One free test per file. We will not print final until test is approved via email
  - We will not resize, change, or alter your file in any way, please include any necessary borders or crop marks in your file, and save at your required print size
  - Minimum 48 business hours turnaround, see our [Turnaround Times KB article](#) for details
  - We may have questions, or run into issues while printing, please keep an eye on your email as 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)
  - Final print will be rolled and placed in pick up rack in hallway outside SB, unless otherwise specified
  - You will receive an email when the job is complete
  - See Knowledgebase and sample booklets for [Paper Types we have available](#)
  - Refunds/reprints for printer errors only, view print ASAP upon pickup and email us with any concerns
  - If you would like to set up an appointment to discuss your project, just email us and we will set that up!

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

# EPSON LARGE FORMAT

## PHOTO QUALITY BANNER PRINTER

M  
CAD

SERVICE BUREAU

Name:

**NEEDED BY**

MCAD Username:

Date:

Charge to:

Time:

Upload your folder to the sbdropbox server/Banner Print Dropbox, or share via google drive.

Email this order form to sbureau@mcad.edu along with any additional information.

Please make an appointment if you need more guidance, or would like to explain your project further.

Folder Name:

PDF

File Name(s):

TIFF (flattened)

Output Dimensions:

EPS

INDD (packaged)

Please note: We will NOT alter your artwork in any way.

Save your file(s) at final output size, and include any necessary borders or trim marks.

### STANDARD MEDIA

\$6 Singleweight Matte

\$8 Semigloss/Luster

\$7 Enhanced Matte

\$5 Transparency

\$7 Newsproof

\$3 Transparency 36"

\$7 Newsprint (24x36" sheet)

\$8 Japanese Paper 43"

\$150 Customer Supplied Paper (per square foot)

### 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)

NOTES

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?

\$