EPSON LARGE FORMAT BANNER
INKJET PRINTER INSTRUCTIONS

2 business day turnaround, we do not accept rush orders.
Bulk orders (10+ feet) 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
    d. Include any necessary bleed area, and trim/crop marks
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. PDF
    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 Banner 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*
- 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)*
- 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
- Multiple files to print on the same media type may be submitted on the same order form, submit files in a folder together, and list all file names/sizes in notes section
- *We do not offer trimming/cutting services for large format prints*
- See Knowledgebase and sample booklets for Paper Types we have available
- Test prints available (5" strips), please specify area to test in notes, test turnaround is 1 business day. One free test per file. We will not print final until test is approved via email
- Refunds/reprints for printer errors only, view print ASAP upon pickup and email us with any concerns
- **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 LARGE FORMAT
PHOTO QUALITY BANNER PRINTER

M CAD

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: 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:

Number of Pages in Document/Files in Folder:

Image Size(s):

Number of Copies:

Paper Type:

Unless otherwise specified: Media is on 44" rolls, prices listed are per linear foot off roll

NOTES AND ADDITIONAL INFORMATION
If you have multiple files, you can list the file names and dimensions here

☐ **PDF**

☐ **TIFF** *(flattened)*

☐ **INDD** *(packaged)*

☐ Print a **Test** *(W x 5" please indicate preferred test area)*

☐ Print **Borderless** *(File must be L x 44". Not available for Fabric Media, Transparencies, or sheets)*

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?