EPSON LARGE FORMAT BANNER
INKJET PRINTER
INSTRUCTIONS

MCAD
SERVICE BUREAU

2 business day turnaround, we do not accept rush orders.
Bulk orders (10+ feet) subject to 5+ business day turnaround

1. **Create** your large format file
   a. Image size/dimensions saved as your final print size
   b. High-Resolution (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, using appropriate file naming conventions (ex. yourname_date_filename.psd)
3. **Save** your document as one of these file types:
   a. PDF
   b. TIFF (must be flattened/layers merged)
   c. Packaged InDesign Folder
4. Multiple files should be in a folder together, **compressed 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 .zip files directly to your email
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**

- *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 have questions about your order
- Once your job is complete, we will charge your PaperCut account/department listed on the order form
- Turnaround begins when we receive print ready files and completed order forms
- *Final print will be rolled* and placed in pick up rack, you will receive an email when the job is complete
- We do our best to expedite transparency prints marked "for printmaking"
- No bitmap mode files, please convert to greyscale for printmaking purposes
- We *do not* re-size images, add borders, layout multiples, or make other alterations to your work
- We *do not* offer trimming or mounting services for large format prints
- See Knowledgebase and sample booklets for Paper Types we have available
- One free test per file if requested. 1 business day turnaround. We will not print final until test is approved
- Grommet placement and sizing should be discussed with full time staff prior to placing order
- Sheet printing requires a minimum .56" margin, please include that border in file
- Edge-to-edge/borderless printing will enlarge image slightly, allow for 1/8-1/4" bleed area
- 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
C AD

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

[ ] **PDF**

[ ] **TIFF** *(flattened)*

[ ] **INDD** *(packaged)*

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

[ ] Price Quote Requested *(We will not start printing until quote is approved)*

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

[ ] Edge-to-edge Printing *(File width must equal paper width. Not available for Transparency or sheets)*

[ ] Add Grommets - $5/set of 4 *(Available for Canvas and Fabric media only)*

*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?
	$	