

# PHOTOCOPIER

## BLACK & WHITE LASER PRINTER INSTRUCTIONS



**1 business day turnaround, we do not accept rush orders**

***Bulk orders (over 100 prints/copies) subject to 5+ business day turnaround***

1. Create a **PRINT READY FILE**
    - a. File size/dimensions saved as your final print output size
    - b. High-Res (ideally 300dpi, no less than 150dpi)
    - c. Include any necessary bleed area
  2. Name your file(s), using [appropriate file naming conventions](#)  
e.g. BKnowles\_AdvIllustration\_Syllabus\_2021.pdf
  3. Save your document as one of these file types:
    - a. PDF (preferred)
    - b. TIFF (must be flattened/layers merged)  
*\*please note\* we do not accept native Word (.docx) Excel (.xlsx) or Powerpoint (.pptx) files*
  4. Upload or attach folder/file(s)
    - a. Service Bureau Dropbox Server: Finder>Go>Connect to Server>sbdropbox.mcad.edu  
Drop file into the ImagePress 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](mailto:sbureau@mcad.edu)
- **NO books or booklets with this order form, [please use a book binding order form](#)**
  - **File must be saved at print size, we do not scale or make other alterations to your work** (we suggest opening your tiff/pdf files in Photoshop to double check image size and resolution prior to submitting)
  - **We will cancel your order if we are missing information, if your file is incorrect, or otherwise unprintable**
  - Once we receive your file and completed order form, we will get started prepping your files to print
  - 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**)
  - 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](#).
  - You may use your own paper (we may ask to see a sample before approving it to print), make note of that on your order form and email us to coordinate drop off
  - 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**

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## BLACK&WHITE LASER PRINTER

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 WILL NOT ALTER YOUR ARTWORK IN ANY WAY. WE DO NOT SCALE. WE DO NOT DO LAYOUT/DESIGN.**

File/Folder Name:

Number of Pages/Files:

Image Size *(dimensions in inches)*:

Number of Copies:

Paper Type:

Color - \$0.25/print       Print Double-Sided       3 Hole Punch  
 B&W - \$0.02/print       Corner Staple       Laminate *(11x17 or 8.5x11 sheets)* - \$0.50-\$1.00/sheet

*\*Please Note\* We need a completed [Fair Use Attribution Form](#) to include with each copy, if you plan to distribute any copyrighted material to your class (anything you did not create yourself or which is not currently public domain)*

### NOTES AND ADDITIONAL INFORMATION

Paper size will be selected based on your image size, if you have a sheet size preference, please list in notes here:

*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.*

**TOTAL SHEETS**

**TOTAL PRINTS**

**TOTAL COST**

**PAID?**

\$