

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. UserName_FileName_Date.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) using one of these methods:
 - 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**
- **NO books or booklets with this order form, [use a book order form](#) (even if we are not binding)**
 - **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**
 - Turnaround begins when we receive print ready files and completed order forms, in the order they were received
 - **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**)
 - You will receive an email when the job is completed and on the pick up shelf
 - **Orders with multiple files using the same specs should be saved as a multi-page PDF file**
 - See Knowledgebase and sample booklets in SB 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*
MCAD Username: Course Name: Date:
Charge to: Instructor: Time:
(department, personal, group, etc)

NEEDED BY

**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:

File Type:

Image Size (*dimensions in inches*):

PDF

Number of Copies:

TIFF

Paper Type:

<input type="checkbox"/> Color - \$0.25/print	<input type="checkbox"/> Print Double-Sided	<input type="checkbox"/> 3 Hole Punch
<input type="checkbox"/> B&W - \$0.02/print	<input type="checkbox"/> Corner Staple	<input type="checkbox"/> 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

Please use this area to list any other specifications necessary:

*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?

\$