

# PHOTOCOPIER

## BLACK & WHITE LASER PRINTER

## INSTRUCTIONS



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

***Bulk orders (over 100 prints/copies) subject to 7+ 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

**DOWNLOAD AND OPEN ORDER FORM WITH ADOBE ACROBAT**

**EMAIL FILE/INFO AND ORDER FORM TO: [SBUREAU@MCAD.EDU](mailto:sbureau@mcad.edu)**

# PHOTOCOPIER

## 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

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 updated turnaround times.  
All bulk requests should be scheduled in advance, as turnaround times can exceed 7 business days.*

**TOTAL SHEETS**

**TOTAL PRINTS**

**TOTAL COST**

**PAID?**

\$