

# SILHOUETTE CUTTER

## VINYL AND PAPER “DIE CUTTING”

### INSTRUCTIONS



**2 business day minimum turnaround, +1 business day for weeding/taping.**

**Bulk jobs (over 10') 5+ business day turnaround. No rush jobs.**

#### 1. CREATE YOUR FILE IN ILLUSTRATOR

- a. closed vector paths only, no overlapping paths
- b. strokes and text must be converted to outlines
- c. maximum dimensions per file = 24x48” for vinyl or 24x24” for paper
- d. maximum overall cutting length per job = 20’

#### 2. View file in Outline mode (View > Outline) to see cut paths (and adjust file as necessary)

#### 3. Name your file(s), using [appropriate file naming conventions](#)

e.g. BKnowles\_titlewall\_whitematte\_12x24\_june62021.ai

#### 4. Save your document as an .ai file

#### 5. If you have multiple files, place them in a folder (folder name = your name/username)

*\*note\* If your folder is too large to attach to an email/upload quickly, please compress into a .zip file*

#### 6. Upload or attach folder/file(s)

- a. Service Bureau Dropbox Server: Finder>Go>Connect to Server>sbdropbox.mcad.edu  
Drop file into the Small Format Epson Print Folder
- b. Google Drive (turn on sharing permissions so we have access to edit)
- c. Attach smaller files directly to your email

#### 7. With Adobe Acrobat, fill all appropriate fields in order form, include as much detail as possible

#### 8. Email the completed order form, with any attachments, to [sbureau@mcad.edu](mailto:sbureau@mcad.edu)

- We will cancel your order if we are missing information, if your file is incorrect, or otherwise unable to be cut
- 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 cutting*)
- You will receive an email when the job is complete and ready for pick up from the shelf outside of the SB
- You may use your own paper or vinyl (we may ask to see a sample before approving) just let us know in your email when you will be dropping it off, and be sure to label the package with your name
- You must provide at least 10% extra length for customer supplied vinyl and paper to account for testing and miscuts (these can happen frequently with longer files)
- **Weeding** = removing negative space from vinyl (we will not weed text under 36pt sans/48pt serif)
- **Taping** = necessary to apply intact design to final surface (surface must be smooth, clean, and dry)
- *We do not install vinyl (see intranet for tips)*
- 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](mailto:sbureau@mcad.edu)**

# SILHOUETTE CUTTER

## VINYL AND PAPER "DIE CUTTING"

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: WE WILL NOT ALTER YOUR ARTWORK IN ANY WAY. FILE(S) MUST BE CUT READY  
FILE MUST BE VECTOR IMAGE CREATED WITH ILLUSTRATOR. OUTLINE FONTS/STROKES. NO OVERLAPPING PATHS.**

File/Folder Name:

Number of Pages in Document/Files in Folder:

Image Size(s):

Number of Copies:



Vinyl Cutting - \$5/linear foot *(Max 24x48")*

Vinyl Color:



Full Service Weeding/Taping - \$5/foot



Self-Serve Tape - \$3/foot *(weeding not included)*



Paper Cutting - \$3/foot *(Max 24x24")*

Paper Type:

### NOTES AND ADDITIONAL INFORMATION

*If you have multiple files, you can list the file names and dimensions here*

*Please pay attention to our standard turnaround times. 3 business days for full cut/weed/tape. **NO RUSH JOBS**  
All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days. **20FT TOTAL LENGTH MAX.***

**TOTAL INCHES CUT**

**WEEDING/TAPING**

**TOTAL COST**

**PAID?**

\$