

# VINYL CUTTER

## VINYL CUTTING

## INSTRUCTIONS



### 5 business day minimum turnaround

**Bulk jobs (over 10') 7+ 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
- d. maximum overall cutting length per job = 10'

#### 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 or the department listed on the order form  
*(please ask for a quote prior to cutting if necessary)*
- 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 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 it with your name
- You must provide at least 10% extra length for customer supplied vinyl to account for testing and miscuts (these can happen frequently with longer files)
- **Weeding** = removing negative space from vinyl
- **Taping** = necessary to apply intact design to final surface (surface must be smooth, clean, and dry)
- *We do not weed, tape, or 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)**

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|                                    |                                           |       |           |
|------------------------------------|-------------------------------------------|-------|-----------|
| 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 Artboards/Files in Folder:

Total Design Dimensions:

Number of Copies (if applicable):

Vinyl Cutting - \$0.05/square inch (Max 24x48") Transfer tape included

Vinyl Color:

NOTES AND ADDITIONAL INFORMATION

Add any important details or notes, or list multiple file names here.

Please pay attention to our standard turnaround times of 5 business days. **NO RUSH JOBS** 8aug2026tmp  
All bulk requests should be scheduled in advance, turnaround times can be up to 7 business days. **10FT TOTAL LENGTH MAX.**

| TOTAL INCHES CUT | WEEDING/TAPING | TOTAL COST | PAID? |
|------------------|----------------|------------|-------|
|                  |                | \$         |       |