SILHOUETTE CUTTER
VINYL AND PAPER "DIE CUTTING" INSTRUCTIONS

MCAD SERVICE BUREAU

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 = 23.5x48" for vinyl or 23.5x23.5" 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**

- *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 form 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

Name:

If this project is for a class assignment

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 23.5x48")* **Transfer tape included**

  Vinyl Color:

  - [ ] Weeding - $0.04/square inch *(We reserve the right to refuse this service if design is deemed too intricate)*

- [ ] Paper Cutting - $0.75/minute *(Max area 23.5x23.5")*

  Paper Type:

  - [ ] Keep counterforms

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?**
		$	