IMAGEPRESS
COLOR LASER PRINTER
INSTRUCTIONS

1. **Create your document at print size: ideally 300dpi, at final output dimensions**
2. **Name your file(s), using appropriate file naming conventions**
    e.g. BKnowles_ticketmaster_11x17_July42021.pdf
3. **Save your document as one of these file types:**
    a. **PDF**
    b. **TIFF (be sure to flatten/merge your layers and save as a copy)**
    c. **Packaged InDesign Folder (must include the entire folder with all fonts/images etc)**
4. **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*
5. **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**
6. **Fill out this order form, be sure to fill all appropriate fields, and include as much detail as possible.**
7. **Email the completed order form, with any attachments, to sbureau@mcad.edu**

- *File must be saved at print size, we do not scale or make other alterations to your work*
- Once we receive your file and order form, we will get started prepping your files to print
- *Your order will be cancelled and will need to be resubmitted if we are missing crucial information*
- Please allow a minumum of one full business day for the job to be completed, for bulk orders please allow up to 5 business days. See our Turnaround Times KB article for details
- 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
- 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)*
- We will bag your print job and place it on the Pick Up shelf outside of the SB by requested time/date
- You will receive an email when the job is complete
- 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) just let us know in your email when you will be dropping it off, and be sure to label the package with your name
- NO books or booklets with this order form, please use a booklet order form
- If you would like to set up an appointment to discuss your project, just email us and we will set that up

EMAIL FILE/INFO AND ORDER FORM TO: SBUREAU@MCAD.EDU

Name:

MCAD Username:

Charge *(department, personal, group, etc)*:

NEEDED BY

Date:

Time:

Upload your folder to the sbdropbox server/ImagePress Dropbox, or share via google drive.
Email this order form to sbureau@mcad.edu along with any additional information.
Please make an appointment if you need more guidance, or would like to explain your project further.

File/Folder Name:

Number of Pages in Document:

Image Size *(file must be saved at this size)*:

Number of Copies *(if more than 1)*:

Paper Type:

Paper Weight:

(please review our paper samples for available weights/sizes)

Print Specifications:
(please use notes section to elaborate if necessary)

☐ Color

☐ B&W

☐ Single-Sided

☐ Double-Sided

　☐ short edge *(default for landscape orientation)*

　☐ long edge *(default for portrait orientation)*

☐ Image Alignment *(allow for up to 1/8" shift between back and front without alignment)*

☐ Print w/ Crop Marks

☐ Trim to Crops

☐ Trim to Art *(allow for 1/8" bleed)*
$1.00/stack additional charge for trimming

NOTES AND ADDITIONAL INFORMATION

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	FINISHING	TOTAL COST	PAID?
	COLOR		$	
	B&W			