

# Oce Order Form

Name:  
MCAD Username:  
Dept. (if applicable):

Staff Initials:  
Date:  
Time:

Print  Copy

Folder Name:

File Name(s):

File Type:  PDF  TIFF (flattened)

Output Dimensions:

*(please be exact - we will NOT resize, add borders, or crop marks to your files.)*

- \$1.50 20lb White Bond Paper
- \$3 Frosted Vellum Film
- \$1.60 18lb White Transp. Paper
- \$2 Newsprint (24x36" sheet)
- \$1.20 Customer Supplied Paper (max W 36", light weight, smooth finish)
- \$2 20lb Color Paper  Yellow  Green  Blue  Pink

\$2 **Scan** (File can be emailed, put on USB drive, or temp.mcad.edu server)

Color  B&W  TIFF  PDF

Resolution (dpi):  200  300  400

Total Inches:

Total Cost:

\$

Completed by:  
Date:

Paid?

# PRINT INSTRUCTIONS

1. Flatten file and convert to greyscale
2. Save at final output size (max width 36")
  - a. TIFF or PDF only
  - b. pay attention to artboards in Illustrator
  - c. export with crop marks if necessary
  - d. include your username in file name
3. Connect to **sdropbox.mcad.edu** server (*or bring file on USB drive*)
4. Copy file(s) into **OCE BW Dropbox** folder
5. Submit order form: Available in the SB, or on the intranet.

Fill it out completely. Please wait for confirmation from staff that we have your file and all required information. If you have any questions please ask.

## HOT TIPS

If your design/image fills the 36" space completely, ask us to add an extra half inch of paper to trailing edge. Or for best results, include at least a half inch border in your file.

If your file is longer than 60" we may ask you to break it up into smaller portions to print. Very dark, or complete coverage at large scale can cause fatal printer errors.

## Scanning and Copying Info:

1. Documents/artwork must be flexible and not fragile, as they get pulled through the machine vigorously.
2. Artwork must be dry and fixed.
3. Loose edges should be taped/glued down.
4. Double check files before leaving SB, sometimes transfer can error out.