

PLOTWAVE BLACK&WHITE

LARGE FORMAT LASER PRINTER

INSTRUCTIONS



1 business day turnaround, we do not accept rush orders.

Bulk orders (5 sheets/10+ total feet) subject to 5+ business day turnaround

1. Create a **PRINT READY FILE**
 - a. File size/dimensions saved as your final print size
 - b. Include any necessary borders in your file
 - d. Include any necessary bleed area, and trim/crop marks in your file
 2. Name your file(s), using [appropriate file naming conventions](#)
e.g. BKnowles_finalsketch_24x36_aug52022.pdf
 3. Save your document **IN GREYSKALE/B&W** as one of these file types:
 - a. PDF
 - b. TIFF (must be flattened/layers merged)
 4. Upload or attach folder/file(s)
 - a. Service Bureau Dropbox Server: Finder>Go>Connect to Server>sbdropbox.mcad.edu
Drop file into the OCE BW Folder
 - b. Google Drive (turn on sharing permissions so we have access to edit)
 - c. Attach smaller files directly to your email
 5. **With Adobe Acrobat**, fill all appropriate fields in order form, include as much detail as possible
 6. Email the completed order form, with any attachments, to **sbureau@mcad.edu**
- **File must be saved at print size, we do not scale, add borders, or make other alterations to your work**
 - We will cancel your order if we are missing information, if your file is incorrect, or otherwise unprintable
 - 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 printing**)
 - Final print will be rolled and placed in pick up rack in hallway outside SB, unless otherwise specified
 - You will receive an email when the job is complete
 - Multiple files to print on the same media type may be submitted on the same order form, submit files in a folder together, and list all file names/sizes in notes section
 - **We do not offer trimming/cutting services for large format prints**
 - See Knowledgebase and sample booklets for [Paper Types we have available](#)
 - newsprint sheets will print with a half-inch border, please design with that in mind
 - We can scan (in color) and copy (b&w) flexible and flat documents/artwork up to 36", email order form to us, and let us know when you will be dropping your original off with us - please pick up original ASAP
 - **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

PLOTWAVE

LARGE FORMAT B&W LASER PRINTER

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) For Printmaking

**PLEASE NOTE: WE WILL NOT ALTER YOUR ARTWORK IN ANY WAY. FILE(S) MUST BE PRINT READY
WE DO NOT ADD BORDERS OR TRIM MARKS, WE DO NOT RESIZE IMAGES, WE DO NOT CONVERT TO GREYSCALE**

File/Folder Name: PDF
Number of Pages in Document/Files in Folder: TIFF *(flattened)*
Image Size(s):
Number of Copies:
Paper Type:

Unless otherwise specified: Media is on 36" rolls, prices listed are per linear foot off roll

NOTES AND ADDITIONAL INFORMATION

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

- Double sided printing *(print ready files must be saved as printer spreads)*
- Make photocopy of physical document/artwork
- Make PDF scan of physical document/artwork

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.

LINEAR INCHES PRINTED

TOTAL COST

PAID?

\$