# RISOGRAPH
## *DIGITAL DUPLICATOR*
## *INSTRUCTIONS*

MCAD
SERVICE BUREAU

*2 business day turnaround* *1-2 colors, +1 business day per additional color,*

*bulk jobs (over 100 copies) 5+ business day turnaround. No rush jobs.*

1.  **Make an appointment** with full time staff to review file setup prior to submitting order
2.  **Create** your file
    a.  Print ready file must be B&W/greyscale
    b.  Include color mock up for reference
    c.  Each color must be on its own clearly named layer (or page)
    d.  Most file types are acceptable
3.  **Name** your file, using appropriate file naming conventions (ex. yourname_date_filename.psd)
4.  Multiple files should be in a folder, compressed into a .zip file
5.  **Review** checklist below to assure speedy and error-free service
6.  **Complete** this order form with as much detail as possible, use Adobe Acrobat for best results
7.  **Email** completed order form, with all Print Ready .zip files, to **sbureau@mcad.edu**

## *Risograph printing checklist:*

File is in grey tones, with accurate tonal range based on ink color intensity, *not* just converted to greyscale

One layer per color, no separation by value/opacity

Printable area is taken into account with borders

Color mock-up is provided

Turnaround time reviewed, print will take 1 business day per color (minimum 2 business days) to complete

Print settings considered for each layer

File named appropriately

Completed an appointment to review file setup with full time staff (required for first time submissions)

ADDITIONAL REQUESTS:

Book/Booklet requests have been reviewed by full time staff *(we do not assemble risograph book/booklets)*

Thermography requests have been reviewed by full time staff (only available for 1 color prints)

Trimming requests have been reviewed  by full time staff (not available for tight margins, bleed area a must)

*   *We will cancel your order if there is missing information, your files are incorrect, or otherwise unprintable*
*   *Please keep an eye on your MCAD email*, we will contact you there if we have questions about your order
*   Turnaround begins when we receive print ready files and completed order form
*   We reserve the right to change requested print settings to best reflect your work
*   Once your job is complete, we will charge the PaperCut account or department listed on your order form
*   You will receive an email when the job is completed and on the pick up shelf
*   See Knowledgebase and sample booklets for Paper Types we have available
*   **We encourage you to set up an appointment with our staff to discuss your risograph project**

**FOR BEST RESULTS: DOWNLOAD AND OPEN ORDER FORM WITH ADOBE ACROBAT**

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

# RISOGRAPH
## *DIGITAL DUPLICATOR*

M CAD

Name:

MCAD Username:

Charge to:

*(department, personal, group, etc)*

*If this project is for a class assignment*

Course Name:

Instructor:

## NEEDED BY

Date:

Time:

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**PLEASE NOTE:  FILE(S) MUST BE PRINT READY.**
**WE DO NOT ALTER YOUR ARTWORK IN ANY WAY.  WE DO NOT COLOR SEPARATE.   WE DO NOT DO LAYOUT/DESIGN.**

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File/Folder Name:

Number of Pages/Files:

Image Size *(dimensions in inches)*:

Number of Copies *(10 minimum)*:

Paper Type:

| | Scale to fit |
| | Duplex |
| | Booklet |

*Large Halftone 43lpi*    *Small Halftone 71lpi*    *Tiny Halftone 106lpi*    *Photo Grain*    *Line/Solid*

| | Color | Print Setting | Notes |
|---|---|---|---|
| Layer 1 | | | |
| Layer 2 | | | |
| Layer 3 | | | |
| Layer 4 | | | |
| Layer 5 | | | |

## NOTES AND ADDITIONAL INFORMATION

*If you have additional layers, or if you would like multiple paper types, you may list them here*

*Please pay attention to our turnaround times. 1 day of drying time per color. Minimum 2 business days.*
*All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days.*

| TOTAL SHEETS | TOTAL PRINTS | MASTERS | TOTAL COST | PAID? |
|---|---|---|---|---|
| | | | $ | |