EPSON FULL SERVICE
INKJET PRINTER
INSTRUCTIONS

MCAD SERVICE BUREAU

1. **Create your document at print size: ideally 300dpi, at final output dimensions**
   * include any necessary borders or crop marks in your file*
2. **Name your file(s), using appropriate file naming conventions**
   e.g. BKnowles_illustrationfinal_17x22_march52021.pdf
3. **Save your document as one of these file types:**
   a. **TIFF (be sure to flatten/merge your layers and save as a copy)**
   b. **PDF (print ready)**
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 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**
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**

- Once we receive your file and order form, we will get started prepping your files to print
- We will not change/alter your file in any way, please include any necessary borders or crop marks in your file, and save at your required print size
- Please allow up to 24 business hours 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 email as 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
- 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
- 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

EPSON FULL-SERVICE
PHOTO QUALITY INKJET PRINTER

MCAD
SERVICE BUREAU

$

Name:

NEEDED BY

MCAD Username:

Date:

Charge to:

Time:

Upload your folder to the sbdropbox server/Small Format Epson Print 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.

Folder Name:

File Name(s):

☐ **PDF**

☐ **TIFF** *(flattened)*

Output Dimensions:
Maximum output dimensions: 17" x 96", if you require a larger print you can DYI in the DPL or submit a Large Format Banner Print order

☐ Matte

☐ Luster

☐ Other (see intranet for details, specify in notes)

Please note: We will NOT alter your artwork in any way.
Save your file(s) at final output size, and include any necessary borders or trim marks.

NOTES

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?

$