

EPSON FULL SERVICE

INKJET PRINTER

INSTRUCTIONS



[2 business day turnaround, we do not accept rush orders.](#)

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

1. Create a **PRINT READY FILE**
 - a. File size/dimensions saved as your final print size
 - b. High-Res (ideally 300dpi, no less than 150dpi)
 - c. Include any necessary borders in your file
 - d. Include any necessary bleed area, and trim/crop marks
 2. Name your file(s), using **[appropriate file naming conventions](#)**
e.g. BKnowles_illustrationfinal_17x22_march52022.pdf
 3. Save your document 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 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
 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***)
 - We will bag or roll your print job and place it on the Pick Up shelf/rack outside of the SB
 - 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 Epson prints, you may use the rototrimmers in the DPL*
 - 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
 - **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

EPSON FULL-SERVICE

PHOTO QUALITY INKJET 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 COLOR CORRECT**

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

NOTES AND ADDITIONAL INFORMATION

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

Center Print on Media *(additional charges may apply)*
 Print Borderless *(File must be L x 17"/24". Not available for sheets. Allow for 1/8" bleed.)*

*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?

\$