EPSON FULL SERVICE
INKJET PRINTER
INSTRUCTIONS

4 business day turnaround, we do not accept rush orders.
Bulk orders (10+ feet / 5+ total prints) subject to 7+ business day

1. **Create your PRINT READY FILE**
   a. **File size/dimensions saved as you FINAL print size**
   b. **High-Resolution** (ideally 300dpi, no less than 150dpi)
   c. **Include any necessary borders in your file** (we recommend a minimum .5" border)
   d. **Include any necessary bleed area, and trim/crop marks**

2. **Name your file, using appropriate file naming conventions** (ex.yourname_date_filename.psd)

3. **Save your document as one of these file types:**
   a. **PDF**
   b. **TIFF (must be flattened/layers merged)**

4. **Multiple files should be in a folder together, compressed 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 files into the Small Format Epson Print Folder**
   b. **Google Drive (set sharing permissions to give us EDITOR access)**
   c. **Attach smaller files directly to your email Upload or attach folder/file(s)**

6. **With Adobe Acrobat, fill all appropriate fields in order form, include as much detail as possible**

7. **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*

- *Please keep an eye on your MCAD email*, 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 place print on the Pick Up shelf or in roll rack outside of the SB, you will be emailed when ready

- Turnaround begins when we receive print ready files and completed order forms

- For sheet printing, include a minimum .56" border in your file

- Transparency *sheets are no longer offered*, please submit printmaking transparencies as Banner Print Orders

- Multiple files using the same specs: 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**

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
C AD

SERVICE BUREAU

Name:

MCAD Username:

Charge to:

(department, personal, group, etc)

If this project is for a class assignment

Course Name:

Instructor:

NEEDED BY

Date:

Time:

File/Folder Name:

Number of Pages in Document/Files in Folder:

Image Size(s):

Number of Copies:

Paper Type:

☐ **PDF**

☐ **TIFF** *(flattened)*

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 updated turnaround times.
All bulk requests should be scheduled in advance, as turnaround times could exceed 7 business days.

LINEAR INCHES PRINTED	TOTAL COST	PAID?
	$	