

# Laser Cutting Project Form

Fill out this form and email it with your illustrator file to [digitallab@mcad.edu](mailto:digitallab@mcad.edu)

**Please allow 3-5 days for completion of prints. All requests will be processed Monday-Friday, 9AM-5PM. Time may vary based on availability of machines.**

**Two laser cutters are available**

**Large red laser** – Material size 24x36”, material thickness limits vary with materials and processes.

**Small blue laser** – Material size 18x32”, material thickness limits vary with materials and processes.

**To be ready to laser cut, you must**

- Have an illustrator file set up with appropriate colors and line weights. Any text must be converted to outlines. Refer to the [laser cutting reminders](#) form for specifics.
- Your material must be approved by digital lab staff and be cut down to fit the laser cutter. Your file must be appropriately sized for your material.
- Approve the quote provided by digital lab staff, and ensure that you have sufficient funds in your papercut account.
- Drop off your material at the digital lab or hand it off to digital lab staff.

**Digital lab staff are not responsible for training in illustrator. Please check in with your faculty if you have questions on using the software.**

**If you have any further questions, email [digitallab@mcad.edu](mailto:digitallab@mcad.edu) or check in with digital lab staff.**

## Laser Cutting Project form

Please fill out and email this form with your file to [digitallab@mcad.edu](mailto:digitallab@mcad.edu)

Preferred Name (and optional pronouns):

Class:

Appointment:

\*Not required but if you would like to be present for the start of your project please give a few times you would be available. Digital Lab staff will contact you to schedule a time.

File Name(s):

Size(s):

Material:

Copies (if applicable):

Notes: \*Please include any additional information on your project

### For Digital Lab Staff

Status Checklist:

- File Ready
- Material Dropped Off
- Quote Approved
- Papercut Charged
- Laser Cut(s) Running
- Laser Cut(s) Complete
- Ready for Pick Up

Cost:

Paid: