Laser Cutting Project Form

- Fill out the form below and email along with your Illustrator file to digitallab@mcad.edu
- New Laser Cutting requests will be processed Monday – Friday 9am – 5pm
- Allow 3-5 days for completion of laser cuts. Time may vary based on availability of machines.
- Watch you email for communication from digital lab staff. Slow responses may delay completion of laser cuts.
- To be ready to laser cut you must:
    - Have an Illustrator file that is set up with the appropriate colors and line weights
    - Any text must be converted to outlines
    - Your Illustrator file must be sized appropriately for your material
    - Your material must be cut down to fit in the laser cutter
    - Your file and material must be approved by digital lab staff
    - Have enough money in your Papercut account
    - Approve the quote provided to you by digital lab staff on the cost of your print
- Check the Digital Lab website for more information on preparing your project.
- Digital lab staff are not responsible for training you to use Illustrator. Please check in with your faculty or the learning center if you have any questions on how to use Illustrator.
- There are two laser cutters available for use
    - **Large Red Laser** (Material size limits are 24" x 36". Thickness limits vary with material and process.)
    - **Small Blue Laser** (Material size limits are 18" x 32". Thickness limits vary with material and process.)
- If you have any questions on your project, appointments are available with digital lab staff. Email digitllab@mcad.edu or stop in to the 3D Shop Digital Lab.

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Please fill out and email this form along with your files to digitallab@mcad.edu

Please watch your email for any questions from Digital Lab staff

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Name:

Class:

Appointment:

   *Required for Digital Fabrication students. Optional for all other students. 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

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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: