

# Laser Cutting Project Form

- Fill out the form below and email along with your Illustrator file to [digitallab@mcad.edu](mailto: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 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 [digitallab@mcad.edu](mailto:digitallab@mcad.edu) or stop in to the 3D Shop Digital Lab.

# Laser Cutting Project Form

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

\*Please watch your email for any questions from Digital Lab staff\*

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: