

CCNY | Art Department | EDM DIGITAL OUTPUT CENTER [DOC]

INKJET PRINTING

Request Form

NAME: _____ ID: _____

UNDERGRAD GRAD STAFF ALUMNI OTHER _____

PHONE: _____ EMAIL: _____

PAYMENT BY: CITYONECARD PURCHASE ORDER [DEPARTMENT] _____

FILES PROVIDED BY: email ftp DVD flash drive **DOC Order Number:** _____

FILES ACCEPTED BY [Employee Name]: _____ [date/time]: _____

Comments: _____

PRINT 1

File Name: _____

File Format: PhotoShop Tiff PDF | Created in [program and version]: _____ Color mode: RGB CMYK

Fonts [list]: _____ Fonts Embedded

Output size [include margins]: _____ width _____ height _____ number of copies _____ dpi/resolution

Printer: _____ Epson 3880 _____ Epson 9900

Paper type: _____ lustre _____ enhanced matte _____ fine arts heavyweight

test strip: Yes No | Test Strip filename: _____ Test strip [date & time submitted]: _____

signature required _____ [dropoff] _____ [pickup]

I understand the print rules and guidelines. If I do not make a test strip, I waive my right to complain about color accuracy, paper type, resolution, or any other image quality issues of the final print. First test strip is free, additional tests are charged at regular rates. Test strips are 5" x paper length printed on same printer and paper as final image. 48 hour turnaround unless otherwise specified. **If you submit by ftp or email you must attach this form, filled out and signed either as a scan or PDF.**

PRINT 2

File Name: _____

File Format: PhotoShop Tiff PDF | Created in [program and version]: _____ Color mode: RGB CMYK

Fonts [list]: _____ Fonts Embedded

Output size [include margins]: _____ width _____ height _____ number of copies _____ dpi/resolution

Printer: _____ Epson 3880 _____ Epson 9900

Paper type: _____ lustre _____ enhanced matte _____ fine arts heavyweight

test strip: Yes No | Test Strip filename: _____ Test strip [date & time submitted]: _____

signature required _____ [dropoff] _____ [pickup]

I understand the print rules and guidelines. If I do not make a test strip, I waive my right to complain about color accuracy, paper type, resolution, or any other image quality issues of the final print. First test strip is free, additional tests are charged at regular rates. Test strips are 5" x paper length printed on same printer and paper as final image. 48 hour turnaround unless otherwise specified. **If you submit by ftp or email you must attach this form, filled out and signed either as a scan or PDF.**

| DOC USE | employee initials | date & time | printer model | paper | per sheet cost | per foot cost | number feet | number prints | cost |
|--------------------|-------------------|-------------|---------------|-------|----------------|---------------|-------------|---------------|------|
| Print1 Test Strip | | | | | | | | | |
| Final Print 1 | | | | | | | | | |
| Print2 Test Strip | | | | | | | | | |
| Final Print 2 | | | | | | | | | |
| Extras [specify] | | | | | | | | | |
| Comments | | | | | | | | FINAL COST | |
| Other Instructions | | | | | | | | | |