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 [specity]									
Comments								FINAL COST	
Other Instructions									