

DIGITAL PRINTING REQUEST:

Turn around time for printing is 2 business days. Payment is accepted through Yu card only and is due upon pick up. Cash is not accepted.

NAME: _____ **DATE:** _____

EMAIL: _____ **STUDENT #:** _____

COURSE #: _____

PAPER (Please check one):

Cost Calculation for all papers except UltraSmooth Fine Art and Pictorico Film:

Full size of print (length x width) x .016 = total cost

*Grad students and faculty must calculate an additional **length x width x .016** for ink

- Premium Luster Photo Paper Colour
- Premium SemiMatte Photo Paper B/W
- Ultra Premium Presentation Paper Matte (formerly Enhanced Matte)
- UltraSmooth Fine Art - 24" width only (**length x width x .024 = \$ _____**)
- Pictorico Clear Film – 17" and 24" widths only (**length x width x .02 = \$ _____**)
 - Screen printing Lithography Photo Etching Colour Separations

FORMATTING:

All files should be sized for desired output at a printable resolution (180-360ppi). Files should be flattened and saved as 8 bit Tiffs (Adobe RGB 1998). Any necessary borders should be built into your file. For best results we recommend you make a test print before making your final print. For test prints, please resize / crop and save as a separate file.

FILE NAME	PRINT SIZE	# of COPIES

NOTES / SPECIAL INSTRUCTIONS (ie: size of borders, crop marks):

Admin use only:

Copies: _____ Length: _____ Width: _____ **Total:** _____ **Paid:** _____