

# Laser Request Form

SERVICE  BUREAU

Order Number  of   
Order taken by:

Name: \_\_\_\_\_ SAIC ID #: \_\_\_\_\_

Please mark:  Undergrad  Grad  \*Staff/Faculty  \*Alumni \* Please note turnaround time policy times on back  
Staff use only: Department: \_\_\_\_\_ Bill Department?  yes (ORG # \_\_\_\_\_)

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Supplied Media:  Email  USB Drive

SB use only

**JOB 1 PDF FILES ONLY**

**FILE INFO**

Filename: \_\_\_\_\_

One-sided  Two-sided

Copies: \_\_\_\_\_ (of \_\_\_\_\_ pages)

**Premium Finishing**  
# \_\_\_\_\_ Cards

**JOB 2 PDF FILES ONLY**

**FILE INFO**

Filename: \_\_\_\_\_

One-sided  Two-sided

Copies: \_\_\_\_\_ (of \_\_\_\_\_ pages)

**Premium Finishing**  
# \_\_\_\_\_ Cards

**OUTPUT**

Color:  Canon Color

B & W:  Mono Press  High Quality

**OUTPUT**

Color:  Canon Color

B & W:  Mono Press  High Quality

**SIZE**

8½" x 11"  11" x 17"  12" x 18"  13" x 19"

Scale to fit:  Yes  No

**SIZE**

8½" x 11"  11" x 17"  12" x 18"  13" x 19"

Scale to fit:  Yes  No

**PAPER**

Paper Type: \_\_\_\_\_

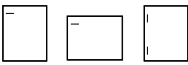
Saddle Stitch Booklet  
Cover Paper Type: \_\_\_\_\_

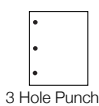
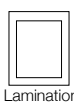

**PAPER**




Paper Type: \_\_\_\_\_

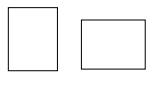
Saddle Stitch Booklet  
Cover Paper Type: \_\_\_\_\_

**FINISHING**

**Stapling:**   No Stapling

**Misc.**  3 Hole Punch  Lamination  Bulk Cutting Crop marks are necessary for cutting.

**Folding**  tri-  half  z-fold  Custom Some restrictions apply. Talk to a staff member about this option.

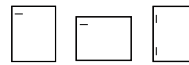
 Please indicate location of binding.

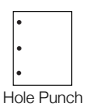
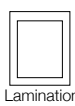
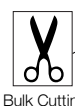
**FRONT:** PLASTIC | CARDSTOCK | NONE  
**BACK:** PLASTIC | CARDSTOCK | NONE  
NO COVERS (wire only)




**Spiral** White Clear Black Teal Yellow Blue Fuschia Red Pink Orange

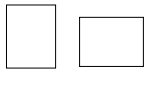
**Wire-O** Black White Gold Silver

**FINISHING**

**Stapling:**   No Stapling

**Misc.**  3 Hole Punch  Lamination  Bulk Cutting Crop marks are necessary for cutting.

**Folding**  tri-  half  z-fold  Custom Some restrictions apply. Talk to a staff member about this option.

 Please indicate location of binding.

**FRONT:** PLASTIC | CARDSTOCK | NONE  
**BACK:** PLASTIC | CARDSTOCK | NONE  
NO COVERS (wire only)

**Spiral** White Clear Black Teal Yellow Blue Fuschia Red Pink Orange

**Wire-O** White Gold Silver Black

**NOTES**

\_\_\_\_\_

SB Use Only

**ORDER TOTAL:** \$ \_\_\_\_\_

**PRINT PRICING**

**JOB 1:** (# of Pages \_\_\_\_\_ x Paper cost \$ \_\_\_\_\_ x # of Copies \_\_\_\_\_) + (Misc. finishing \$ \_\_\_\_\_) = \$ \_\_\_\_\_

**JOB 2:** (# of Pages \_\_\_\_\_ x Paper cost \$ \_\_\_\_\_ x # of Copies \_\_\_\_\_) + (Misc. finishing \$ \_\_\_\_\_) = \$ \_\_\_\_\_

Order processed by: \_\_\_\_\_ Date: \_\_\_\_\_

# RULES AND GUIDELINES

Please be aware of the following rules and guidelines before submitting your print job.

## WE ONLY ACCEPT ARTICARD AS PAYMENT

Sorry, no cash, checks, credit cards, or ArtiPrint. You can add money to your card in this building on the 2nd floor either by the student lounge or at the AritCard office and online in Self Service.

Price quotes do not necessarily reflect your final cost. Please double check our math. We'll be happy to explain our prices and how we got them. If you refuse to pay for an order, your account will be put on hold.

## PRICE QUOTES ARE ESTIMATES

## MINIMUM CHARGES

Please be aware we have a 2 square foot minimum charge for inkjet printing. 1 square foot charge for vinyl cutting, and a 10 copy minimum for Riso orders. The rule does not apply to inkjet test strips. Only 1 test strip per print (4"x44")

If a printer error is discovered after leaving the Service Bureau, you must bring back the print in order for the reprint policy to take effect. You have 3 days to notice the error and return the print. Please see our Reprint Policy for more info.

## PRINT JOBS SHOULD BE INSPECTED BEFORE LEAVING THE SERVICE BUREAU

## NO RESIZING, RESAMPLING OR COPY EDITING

We will not crop, resize, or change your files. Your files will be printed exactly as they are submitted. Check your size, resolution, and spelling before submitting your order.

We will not correct your files. If color accuracy is important to you, we HIGHLY recommend that you first print a test strip for inkjet prints or a proof for laser perfect bound books. Any color complaints should be accompanied by an original test strip.

## NO COLOR CORRECTION

## YOU MUST ADD YOUR OWN BORDERS

Our policy requires that you build any extra margins or borders into your file before you give it to us. That means that if you are printing on canvas and you need margins for stretching purposes, you must build extra space into your document. We will not do it for you and cannot guarantee any margins that are not built into your file.

Any variations in the surface of these materials are beyond our control. The Service Bureau is not responsible for the occasional natural flaw and will not reprint a job because of these variations.

## OUR CANVAS + RAG PAPERS ARE MADE FROM NATURAL FIBERS

## TURNAROUND TIMES & JOB PICK UP

Turnaround times are subject to change, particularly during high volume periods. Turnaround times do not include weekends. Please plan accordingly.

\*Please be advised that these turnaround times are current students. Alumni, faculty and staff may experience longer turnaround times.

24 HOURS

Laser Printing  
Finishing Orders  
Weeding  
Taping  
Inkjet Test Strip

48 HOURS

Riso Printing  
Per 1 or 2 colors  
Vinyl Cutting  
Button Orders

72 HOURS

Inkjet Printing  
Rush Times are available.

9 DAYS

Perfect Binding

*We will hold onto your order for 1 month. If your job is not picked up, your account will be put on hold and your order will be thrown away.*

If you have any questions about these rules and guidelines, please ask a staff member. You may also refer to our website for more info.  
[crit.artic.edu/servicebureau](http://crit.artic.edu/servicebureau)

## HAPPY PRINTING!