

Internal use only (circle each below when true):

Files received Payment received Order complete Receipt # _____

Printed by: _____ Print date: _____ Patron pick-up date: _____

Large-Format Print Request Form

Name: _____

Date: _____

Email: _____

A# (if applicable): _____

Phone: _____

Preferred contact method: email phone

I am a (check one) : evergreen student evergreen faculty/staff community member

I will be paying via (check one): credit card or online payment internal funds transfer

If paying via internal funds transfer - fund: _____ org: _____ acct: _____

Brief description of printing needs and purpose:

Is this printing related to a course, program or Evergreen department? If so, which?

Date/time needed (note: 2-3 business days needed for completing print requests):

Total number of prints needed: _____ *Test strip needed? Yes No

File name	Print dimensions (width x height)	Paper type (matte, luster, or other)	Number of copies needed

**no cost for test strips but add an additional 2 days of expected turn-around time.*

Total Cost of Prints: _____

Would you like your print trimmed or will you be doing this yourself? **utilizing this service will add an additional \$1.00 for each print being trimmed**

Trim my print & charge me more

I'll do it myself

Do you need any of the following? (check all that apply)

borders, white, 1"

slug

crop marks

borders, white, 2"

bleed

bleed marks

please note that choosing to add borders to your print will change the dimensions of your print and it will be larger than the size requested above

Policies and Pricing

OUR SERVICES, EQUIPMENT, AND FACILITIES MUST NEVER BE USED FOR WORK THAT IS FOR PROFIT. **Initial to attest that these prints are not intended for resale** _____

Our turnaround time requires at least 2 business days and it can take up to a week for us to be able to complete your printing. Time estimates do not include weekends or holidays. **Same day printing is not available.**

Payment must be received prior to printing. Pay for prints with card in person, we will note your receipt number with your order.

Price out your prints based on your desired print sizes. Print costs are \$5/sq. foot for most papers. As long as one side of your image is under 43", we will be able to print your image.

Use this formula to find your price:

Width x Height = X

(X / 144) x 5 = Total Cost

For example, if you were wanting an 11" by 14" print you would take 11 x 14 and get 154 – now divide that by 144 to get 1.07 and multiply that by 5 get your price of \$5.35.

You can also reach out to us to get a quote for your prints by emailing us at photolandstaff@evergreen.edu. In this email, indicate the number of prints you would like, the size of those prints, and the paper type.

File Guidelines

We recommend that you work in Adobe RGB (1998) color profile with a minimum resolution of 180 dpi and maximum of 360 dpi at your desired print size.

Files should be flattened with NO Alpha Channels.

Files should be saved as TIFF or PDF at exactly the size you intend them to be printed. **We will not adjust files that are submitted incorrectly.**

The document you upload should be the exact size you intend it to be printed. We do not scale files and will ask you to resend files that don't match the order form. Verify size and resolution before submitting your file.

After completing and submitting this form, email files to photolandstaff@evergreen.edu (you may use a service like wetransfer.com for sending large files or can share the link to a OneDrive folder or Google drive folder)

Signature: _____ Date: _____

Signature indicates that you understand and agree to these policies.