

Print Request Form

Name: _____

order # _____ (VRL use only)

Email: _____

Phone: _____

Address: _____ City _____ Zip _____

Submitted on CD _____ Flashdrive _____

Turn around time: 1-2 days (not while you wait)

Image

/

Print

	File name (requestor's first 3 initials, number of each print, date, and file format)	Digital Document Size (must be equal or larger than print size)	Resolution Ppi (200-300 ppi)	Printed image size (must exceed 11x17" and be smaller or equal to document size)	quantity	Paper type matte, semi-gloss, (put "either" if it doesn't matter) or bond
<i>example</i>	<i>cjp1_09.12.2015.tif</i>	<i>30 x 42 inches</i>	<i>300ppi</i>	<i>23 x 32 inches</i>	<i>1</i>	<i>Semi-gloss</i>

Fill out reverse side

Media Services Ford 215
Epson 9890 44" Large Color Print Request Form
(fill out and get faculty signature)

The designated student has my permission to obtain the requested print/s as related to a class assignment.

Only 300 level courses and above (also allowed ARTS 290 Studio Concepts).

Each student allowed 30 square feet (e.g. six 24x30" prints) per term covered by course fee (additional classes 10 sq. ft. each).

Prefix and number: _____ Course name: _____

Faculty name: _____

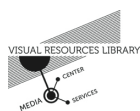
Faculty signature: _____

Date received: _____ Received by: _____ Printed by: _____

Date returned: _____ Returned by: _____

Image specifications:

- RGB (not CMYK)
- Format as jpeg, tiff, pdf preferred (psd, psb, raw accepted)
- Flattened (jpegs and pdf already flattened)
- 200-300ppi
- Use trim marks if you have border or white background
- Preferred color profile in Pro Photo or Adobe RGB 1998 (**Disclaimer:** color and brightness may not be exactly as viewed on your monitor; exact hue requires calibration and prints slightly darker)



Media Services Ford 215 emuvisualresources@gmail.com 734-487-5970

Drop off Hours: MW 8-5, TR 9:30-5, F 9-3

Printing hours MW 9:30-12, TR 9:30-2:30, F 9-2

Halle Library Printing Contact: 734-487-2013, <http://www.emich.edu/library/services/printing.php>