

EPSON 9800 PRO USE REQUEST FORM

Requester name:

Requester email:

Date:

RIN number:

Please fill out this checklist:

Are you a PhD.: Graduate: Undergraduate: Faculty/Staff:

File Type: Tiff_____ EPS_____ PDF_____ OTHER_____

Quantity:_____

Size: W_____ H_____

Program used: *Illustrator*_____ *Photoshop*_____ *Quark*_____ *InDesign*_____ Other_____

Color Mode: CMYK_____ RGB_____ Spot_____ OTHER_____

Resolution:_____DPI

Flattened:_____ (*if not, please make it so*)

If you are using *Quark* or *InDesign*, be sure to include:

Supplemental fonts:_____

Supplemental images:_____

Or create a Print PDF from the *Quark* or *InDesign* document.

IMPORTANT:

Please make sure that your resolution is at least 300 DPI for best quality, embed your color profile, and fonts. Also, the maximum document setup length is 84 inches and the maximum document setup width is 42 inches. Do not exceed this document size.

DOUBLE CHECK YOUR FILES BEFORE YOU SUBMIT THEM.

PAYING FOR YOUR PRINT JOB:

Be prepared to pay for your print job on the day of printing. Check or cash is accepted. Checks should be made payable to **RPI Arts Dept**. If you cannot pay for your print job on the day of printing, you will need to postpone your appointment until you are able to pay. No exceptions will be made.

OTHER INFORMATION:

Please include additional information that you feel is important to your print job:

TOTAL COST [to be filled out by Print Manager]:

EPSON 9800 PRO General Information

This is an Archival Inkjet Epson 9800 Pro printer with 8 colors: CMYK plus light magenta, light cyan, light black and light light black to emulate true CMYK color. The paper we use is high-end digital fine art paper. The paper surfaces available are listed below. We charge by the linear foot. Prices are listed below and vary based on the type of paper requested. No profit is made by the Art Department for these charges.

Print days and times for Spring 2012:

Tuesdays from 10 a.m. to 1 p.m.

Thursdays from 1 p.m. to 4 p.m.

APPOINTMENTS

Appointments must be made 2 business days in advance. Please email Mindy McDaniel at mcdanm2@rpi.edu to schedule an appointment.

It takes about 2 hours to print the maximum document set up width (42 inches) by 36 inches high. Please take this into consideration when scheduling your appointment. Appointments are first come, first served.

IMPORTANT SETUP INFORMATION

Please have your documents ready at the time of your print appointment. If your document(s) are not ready per the checklist on the request form at the time of your appointment, you will forfeit your time. You will need to reschedule once your files are prepared. If you need assistance preparing your documents, or have any questions prior to your appointment, please email Mindy McDaniel at mcdanm2@rpi.edu.

PAPER TYPES and COSTS for Spring 2011:

Epson Premium Semigloss Photo 42" wide - \$7 per linear foot

Epson Premium Semimatte Photo 42" wide - \$7 per linear foot

Epson Premium Luster Paper 42" wide- \$7 per foot

Epson Enhanced Matte Paper 42" wide - \$8 per linear foot

Epson Premium Canvas Matte 42" wide - \$12 per linear foot

*Arches fine art cold press (must be cut by hand) 42" wide - \$18 per linear foot

*If you plan to use this stock, please factor more time into your appointment.