

EPSON 10000 USE REQUEST FORM

Requester name:

Date:

RIN number:

Please fill out this checklist:

Are you a ? Graduate: Undergraduate: Fac/Staff:

File name: _____ Qnty: _____ Size: _____ W: _____ H: _____

File Type: Tiff _____ EPS _____ PDF _____ OTHER _____

Program: *Illustrator* _____ *Photoshop* _____ *Quark* _____ *Indesign* _____ *Other* _____

Color Mode: CMYK _____ RGB _____ OTHER _____

DPI: _____ Flattened: _____ (if not make it so)

*If you are using **Quark** or **Indesign**: (be sure to include)*

Supplemental fonts: _____

Supplemental Images: _____

Or create a PDF from the document.

IMPORTANT:

(Please be sure to have all images and fonts burned to CD or DVD before your print appointment, make sure your DPI is at least 300 for best quality, **DOUBLE CHECK YOUR FILES BEFORE HAND**)

Payable to:

Be prepared to pay for the print job the day of printing (check or cash) in the iEAR Finance office, **checks payable to RPI Arts Dept.**

(If you do not pay for your print that day you may not take it home or to your class) All prints will be stored in the finance office until they have been paid for in full. See *Tim Austin * Art's Finance Manager, no exceptions will be made.*

Total Cost:

EPSON 10000 General information:

Please include any extra info. That you feel is important for us to know about the setup of your prints here:

Print days this semester:

TBA

This is an Archival Epson 10000 Pro Inkjet printer

(6 color, CMYK plus light magenta and light cyan)

The paper we use is high-end digital fine art paper

We charge by the linear foot for the paper and do not make a profit on this printing...

Max setup Length is 86in

Max setup Width is 42in

Appointments must be made two business days ahead of time, at the latest.

When reserving time please provide an approximate amount needed

i.e.- I need a half hour or I need an hour reserve.

(Blocks will be reserved in ½ hour increments with standby availability.)

Appointments are first come first serve.

IMPORTANT SETUP INFO:

Please be sure to have your documents ready and preflighted at the time of your print appointment. If for some reason you are unprepared or your document is not in a print ready format at the time of your reserved appointment, you will forfeit your slot. You will need to remake a print date after you get your files corrected.

Paper Types available this Semester:

ColorLife Photo Semi-gloss 42'wide – Cost \$5. Ft.

Premiere Luster Photo 42'wide – Cost \$5. Ft

Premiere Art Water Resistant Canvas 42' wide – Cost \$11.50 Ft

Enhanced Matte 42' wide – Cost \$5. Ft

Arches fine art (cold press, must be hand cut) 42' wide \$18. Ft

(If you plan to use this stock make sure to give yourself more setup time)