Inkjet Print Request Form

Name

Xnumber

Phone

Email

File Name (EPS, AI, PDF, JPG, TIFF or PSD)

For multiple files please use next page

◯ More files on back side

Dimensions   Width _____ in.   Height _____ in.

Media   ☐ Matte   ☐ Luster   ☐ Other: _____

Crop Marks   ☐ Yes   ☐ No

Total $ _____

- Oversize prints must be paid in full when submitted.
- Student / Patron is responsible for Design, Layout & Content.
- All prints are final. **No Refunds**
- Form must be completed before printing.

See our website for a price estimate
https://www.otis.edu/computer-center/price-estimator

BY INITIALING BELOW, I HEREBY AGREE TO THE ABOVE

Initials _____   **Date** ___ / ___ / ___

{ PLEASE ALLOW UP TO
2 4 H O U R S
FOR PRINTS TO BE COMPLETED. }

Enter Multiple Files Below

1   File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____

2   File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____

3   File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____

4   File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____

5   File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____

6   File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____

7   File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____

8   File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____

9   File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____

10 File Name _____   W _____ in. x H_____ in

Media

☐ Luster   ☐ Matte   ☐ Other: _____