SCHOOL OF ART
Digital Print Studio

Digital Negative Order Form

Ordered On (Date/Time) _____

Name _____   Student ID # _____

Contact

☐ Email   @arizona.edu

☐ Phone Call

Reference

Digital Negative black & white printing (no color)
This process is for Letterpress and Screen Printing

Both processes must use pure black and white, no grey or gradient
Use a half tone to create a partial tone / gradient (think newspaper image)

Correct

Incorrect

Letterpress   Letterpress is a negative process (keep what is white)

Screenprinting   Screen printing is a positive process (keep what is black)

Your Digital Negative is for which process:

☐ Letterpress   ☐ Screen Printing   ☐ PVI Altered Surface

Final Print

File Name(s) _____   Quantity of Files _____

Image Size _____ in x _____ in

How many files of the same size are in this order?

Paper Type __**Pictorico**__   ☐ Roll ☐ Sheet   Maximum Image Size on 8.5x11 sheet is **8.26x9.42"**

Turnaround Times (Printing ONLY)

☐ 0-3 Hour RUSH Charge (100% more)
☐ 3-6 Hour RUSH Charge (50% more)
☐ 24 Hour Standard

Specific Date / Time Needed _____

Rush job availability is limited and depends on the current production load.
For example, submitting a job the night before does not guarantee an 11am turnaround.
Rush fees are automatically applied based on the submission time and requested turnaround.
Turnaround time begins once we receive your order.
Jobs submitted online overnight will start processing when we open the following business day.

Photopolymer Plate & Bag

Letterpress ONLY

Letterpress plates are cut down from larger size to create A4 or A3. Since plates are hand cut sizes can vary slightly.
Exposure machine can't go over size A3.

☐ Photopolymer Plate - size A4 - 11.69"x8.27"   (select quantity)   1   2   3   4
☐ Photopolymer Plate - size A3 - 16.53"x11.69"   (select quantity)   1   2   3   4

Photopolymer Plates are light sensitive and need a light proof bag for transport until exposed.

☐ Light Proof Bag Needed

   Suppling Light Proof Bag   ☐ At Dropoff ☐ At Pickup

Notes

Printer:

Job#

Paper Size:

Quantity:

Printed By: