



SCHOOL OF ART

Digital Print Studio

## Print Order Form

Ordered On (Date/Time) \_\_\_\_\_

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Contact

☐ Email \_\_\_\_\_ @arizona.edu☐ Phone Call \_\_\_\_\_

Test Print

Test Sheet / Strip (file must be provided)

☐ Yes ☐ No**Limitations:****Sheet Prints** - You need to be printing 3 or more sheets to get a test sheet (8x10 space available)**Roll Prints** - Must be using at least one foot of the roll to get a test. Multiple prints, like 11x14, need to be combined together onto one test strip, which is the width of the roll by 3 inches. Roll width is determined by print size. If you are printing 16x20 or larger you can have a test per image, either a proof of the image at 8x10 or a test strip.

I understand that by declining a test print, I waive the right to dispute color accuracy or image quality and agree to purchase the final print as produced.

Test File Name \_\_\_\_\_

Paper Type \_\_\_\_\_

Test Approved ☐

Final Print

File Name(s) \_\_\_\_\_

Quantity of Files \_\_\_\_\_

Image Size \_\_\_\_\_ in x \_\_\_\_\_ in

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

Crop Marks ☐ 1/4" ☐ 1/2" ☐ 1" ☐ 2" ☐ \_\_\_\_\_"☐ Right to Image ☐ Border Included ☐ NO Crop MarksSheet - Paper Type ☐ Epson LusterMaximum Image Size on 8.5x11 sheet is **8.26x9.88"**Sheets are only available in **Matte & Luster**☐ LexJet Premium Archival Matte

Roll - Paper Type

**Luster**☐ Epson Luster  
☐ Hahnemuhle Photo Rag Pearl  
☐ Museo Silver Rag**Matte**☐ LexJet Premium Archival Matte  
☐ Breathing Color Optica One  
☐ Canson BFK  
☐ Hahnemuhle William Turner**Canvas**☐ BC Canvas**Printable Vinyl**☐ PhotoTex  
☐ TOUGHcoat AquaVinyl**Transparency**☐ Pictorico☐ Paper Provided**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.

Finishing

☐ Finishing Services Ordered  
Refer to Finishing Order Form

Notes

Printer:

Job#

Paper Size:

Quantity:

Printed By: