

Inkjet Print Request Form

Submission Requirements:

- Files must be sized, at minimum, 300 DPI.
- Student/patron is responsible for proper preparation of files (e.g. color space, DPI, size, etc.).
- This form must be submitted with files.

Please share files and forms via Google Drive with:
photolab@otis.edu

Special Requests:

Name _____ X-number _____

Phone _____ Email _____

File Name	Size (inches)	Media	Quantity	Price
	X height width	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	X height width	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
<input type="checkbox"/> → For more files, use back side				Total: \$

To estimate your price, visit:
www.otis.edu/photography-lab/price-estimator

BY INITIALING BELOW.
I HEREBY AGREE TO THE ABOVE:

{ PLEASE ALLOW UP TO
24 HOURS
FOR PRINTS TO BE COMPLETED. }

Initials _____

Date / /

Request for rush printing
(ready in under 24 hours).
Rushing jobs will double
the cost of your prints!

TECHNICIAN USE ONLY

Total from this page \$ _____

Total from back page \$ _____

Grandtotal \$ _____

☐ **Paid**

technician name

PaperCut # _____

Chargeback # _____

☐ **Picked up**

technician name

[illegible]