Check **www.otis.edu/acs** for more info & estimate print prices.

OTIS

BIG COLOR REQUEST FORM

TECHNICIAN USE ONLY

Date Submitted _____

Time Submitted _____

Date Needed _____

☐ Verified By _____

☐ Printed By _____

TECHNICIAN NOTES

More files on back side ☐

Price Estimator

Reset Form

Print

ALL JOBS MUST BE SUBMITTED BY 4 PM
PRIOR TO DAY NEEDED

☐ Name _____ **X**number _____

☐ File Name (EPS, AI, PDF, JPG, TIFF or PSD ONLY) _____
Enter more files on back side

☐ Dimensions Width _____ in. x Height _____ in.

☐ Printer / Paper ☐ **HP** ☐ Matte {$4 sq ft} ☐ Semi-Gloss {$4 sq ft} ☐ Other _____

☐ **Epson** ☐ Premium Semimatte Photo {$7 sq ft} ☐ Premium Luster Photo {$7 sq ft}

☐ Epson Matte (thick) {$7 sq ft} ☐ Matte Canvas {$9 sq ft}

☐ Other _____

☐ Crop Marks [Yes / No] ☐ Fonts Included / Outlined

☐ Amount {Calculated by Tech} $ _____ ☐ Paid _____ technician signature ☐ Picked UP _____ technician signature

☐
- Oversize prints must be paid in full when you submit a print job. There are NO REFUNDS but you may recieve credit for printer/ technical errors.
- ACS will not be responsible for incomplete jobs due to: incorrect file size, incorrect layout, incorrect format or typos.
- ACS is not responsible for lost storage media or content therefore it is your responsibility to have your files backed up.

BY SIGNING BELOW, I HEREBY AGREE TO THE ABOVE

Signature _____ Date ____/____/____