



# Plotter / Banner Request Form

THIS AREA FOR PRINT SHOP USE ONLY

Date: \_\_\_\_\_

Date Required: \_\_\_\_\_

### 1. DESCRIPTION OF ITEM REQUESTED: (attach sample)

Number of Copies: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

- One-sided
- Two-sided

### 2. FILE INFORMATION (As Applicable):

Printing Services will try to replace any poor-quality USC logos used in your document with print-quality ones.

Files Sent Via:

- Public Folder
- FTP Folder
- Files Copied from Customer Storage Device
- Disk Attached (Please label so it can be returned)
- Emailed to **artwork@printing.sc.edu**

Person Sending Email \_\_\_\_\_

Email Subject \_\_\_\_\_

(Please provide job description in the subject line of email.)

File Format:  Macintosh  IBM

- PDF, 100% of output size is provided. (Preferred)
- All art, links and fonts are provided.
- Reduced laser printout of document is provided.

### 3. PRINTING INSTRUCTIONS:

#### Media

- Heavy Bond
- Photobase
- Adhesive Vinyl
- Outdoor Vinyl
- Indoor Vinyl
- Other \_\_\_\_\_ (ex. clear static/window cling)

#### Print Size Dimension

- Same Size (100%)
- Enlarge/Reduce: \_\_\_\_\_%
- \_\_\_\_\_” x \_\_\_\_\_”
- Exact Size
- Approx. Size

#### Trim

- Trim for Bleed
- Trim for \_\_\_\_\_” Mount Edge
- Vinyl Raw Edge
- Vinyl Finished Edge

#### Mount

- Black Foamcore
- White Foamcore
- Black Gatorboard
- White Corex w/ \_\_\_\_\_ Stakes

#### Lamination and Other Services

- Laminate: Gloss \_\_\_\_\_ Matte \_\_\_\_\_
- Cling: Mounts on Front \_\_\_\_\_ Back \_\_\_\_\_
- Grommets \_\_\_\_\_ or Velcro \_\_\_\_\_
- Across Top \_\_\_\_\_ At Corners \_\_\_\_\_ Other \_\_\_\_\_
- Cardboard Easel Back: 12” \_\_\_\_\_ 24” \_\_\_\_\_
- Perimeter Trim (Frame-like Edging) \_\_\_\_\_
- Scan Photo/Image(s) \_\_\_\_\_

White - Printing Canary - Printing Pink - Department

### 4. PROOFING:

- Proof Requested
- E-mail PDF To \_\_\_\_\_
- Other \_\_\_\_\_
- No Proof Requested

### SPECIAL INSTRUCTIONS

### 5. COPYRIGHT AUTHORIZATION:

The requestor warrants that permission to duplicate copyrighted materials has been obtained.

Signature \_\_\_\_\_

### 6. DEPARTMENT INFORMATION (REQUIRED):

Dept.: \_\_\_\_\_

Bldg.: \_\_\_\_\_ Room No.: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Approved (Dept. Head) \_\_\_\_\_

### 7. ACCOUNT INFORMATION (REQUIRED)

| Dept. No. | Fund No. | Object Code |  |
|-----------|----------|-------------|--|
|           |          | 52051       |  |
|           |          |             |  |
|           |          |             |  |
|           |          |             |  |

| FOR PRINT SHOP ACCOUNTING USE ONLY |    |
|------------------------------------|----|
| Printing:                          | \$ |
| Other:                             | \$ |
| Actual Cost:                       | \$ |

Date \_\_\_\_\_