

- **Please read each section carefully before ordering**
- Original copies should be in good condition before copying.
- Digital file formats accepted: PDF and JPEG
- Required Resolution:  
Color: 300 DPI • B&W: 600 DPI  
Large format: 72-150 DPI
- Select and adjust colors prior to sending request for print.
- Students must have ID in order to pick-up prints
- Please allow 1-2 hours from "Time In" for Copying and Printing.
- Large Format requires 4-6 hours
- **Rush Printing:** Please call Lynn Creative for print schedule.

**Client Information**

Name						
Email						
Phone					Ext.	
Student		Faculty		Dept.		
Date In		Time In			Pickup	

**B&W Printing**

<b>Copies or Digital File</b>		Copy Original		PDF File		JPEG File
<b>File Name</b>						
<b>Quantity</b>				Number of Pages		
<b>Paper Type</b>  <b>Please Pick One per job</b>		20# Bond Paper			60# Bond Paper	
		80# Cover Stock			100# Cover Stock	
		80# Gloss Text			80# Gloss Cover	
		100# Gloss Text			100# Gloss Cover	
<b>Size</b>		8.5 x 11			8.5 x 14	
		11 x 17			12 x 18	
<b>Bleed</b>	.125" Bleed Required			Yes	No	
	Cropmarks required					
<b>1 or 2 Sided</b>		Single			Double	
<b>Bindery</b>		Stapled		Booklet		Hole Punch
<b>Folding</b>		Half Fold		Tri-fold		Z-Fold
<b>Other</b>						Other

**Notes:**