

- **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	

Color Printing

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

Notes: