

Digital Press Printing

Submission Requirements:

- High quality PDF files only
- All pages must be in correct order.
- Crop marks, if desired, must be added prior to submission.
- Paper weight: Text: 80t/118 gsm, Cover: 80c/216 gsm
- 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 (pdf) _____ Department _____

Booklet: Saddle Stitch

Paper Size: 8.5 X 11 11 X 17

Folded

Page Count

Stapled

*40 pg max
*4-pg increments

Spine:

Left Right Calendar

Page Weight:

118 gsm 216 gsm

Cover Weight:

118 gsm 216 gsm

Quantity

Pages : (Not Bound in Photo Lab)

Paper Size: 8.5 X 11 11 X 17

Double-Sided

Page Count

Orientation:

Horizontal Vertical

Page Weight:

118 gsm 216 gsm

Quantity

Finishing:

Acordian

3-Hole Punch

Z-Fold

Cost:

8.5 x 11 — .25¢ per side

11 x 17 — .50¢ per side

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

Total Number of Pages _____
(Front and Back)

Paid _____
Technician Name

PaperCut# _____

Grand Total \$ _____

Chargeback# _____

Signature _____ Date ____/____/____