

# Digital Press | Laser 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 118gsm, Cover: 216gsm
- This form must be submitted with files
- Please share files and forms via Google Drive with:  
**photolab@otis.edu**

## Special Requests:

Name: \_\_\_\_\_ X-Number: \_\_\_\_\_

Email: \_\_\_\_\_ Department: \_\_\_\_\_

File Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Format (Must Choose One):**    Booklet/Saddle    Perfect/Spiral    None

Knowing how you'll bind your project helps us format it correctly.  
We do not complete any finishing.

**Paper Size:**    8.5x11"    11x17" (118gsm)    12x18" (216gsm)

Double-Sided    Single-Sided

**Page Weight:**    118 gsm    216gsm

**Cover Weight:**    118 gsm    216gsm

**Page Count:** \_\_\_\_\_   **Quantity:** \_\_\_\_\_

(Reminder, folded booklets  
must have a page count in  
an increment of 4)

We recommend exporting all projects  
as **Pages**, NOT Spreads.

### Cost:

8.5 x 11" - \$0.25 per side

11 x 17" - \$0.50 per side

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

Total Number of Pages \_\_\_\_\_  
(Front and Back)

Paid \_\_\_\_\_  
Technician

**Total Cost:** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_