

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 _____