

SUBMISSION REQUIREMENTS:

- High quality **PDF** files only.
- All pages must be in correct order.
- Any files requiring folding, such as zines, should **NOT** have crop marks.
- Custom papers must be approved by the Photo Lab.

Upload all files and form into a single GDrive folder. Share with:
photolab@otis.edu

SPECIAL REQUESTS:

NAME: _____

X-NUMBER: _____

EMAIL: _____

DATE: _____

FILE NAME: _____

FORMAT (MUST CHOOSE ONE): ☐ Booklet/Saddle ☐ Perfect/Spiral ☐ No Binding

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

PAPER SIZE: ☐ 8.5x11" ☐ 11x17" ☐ 12x18" (216gsm only)

PRINTING SIDES: ☐ Double-Sided ☐ Single-Sided

TEXT WEIGHT: ☐ 118gsm (standard) ☐ 216gsm (cardstock)

COVER WEIGHT: ☐ 118gsm (standard) ☐ 216gsm (cardstock)
(bound projects)

COST:

8.5x11" - \$0.25 per side
11x17" - \$0.50 per side
12x18" - \$0.50 per side

PAGE COUNT: _____ **COPIES:** _____

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

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

FOR MORE FILES, USE BACK SIDE ->

TECHNICIAN USE ONLY

TOTAL: _____ ☐ **PAPERCUT #** _____

☐ **PAID** _____
technician name

☐ **OWL DOLLARS**

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

TURNAROUND TIME MAY INCREASE
TO 48HRS DURING FINALS

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