

Inkjet Print Request Form

Submission Requirements:

- Files must be sized, at a minimum, 300 DPI.
- Student/Patron is responsible for proper preparation of files (e.g. color space, DPI, Size, etc.).
- This form must be submitted with files.
- Accepted file types are: PDF, PSD, TIFF, JPEG, PNG. Please flatten all files if possible if there is text.

Please share files and forms via Google Drive with:
photolab@otis.edu

Special Requests:

Name _____ **X-number** _____

Phone _____ **Email** _____

File Name	Size	Media	Quantity	Price
	X <small>height width</small>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	X <small>height width</small>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
<input type="checkbox"/> → For more files use back side				Total:

**BY INITIALING BELOW:
I HEREBY AGREE TO THE ABOVE:**

To estimate your price, visit:
<https://www.otis.edu/labs-shops/photography-lab/services>

Initials _____

Date / /

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

TECHNICIAN USE ONLY

Total From This Page \$ _____

Total From Back Page \$ _____

Grand Total \$ _____

Paid _____
technician name

PaperCut # _____ Chargeback # _____

Picked Up _____
technician name

File Name	Size (inches)	Media	Quantity	Price
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		
	<p style="text-align: center;">X</p> <p style="text-align: center;">height width</p>	<input type="checkbox"/> matte <input type="checkbox"/> luster <input type="checkbox"/> other : _____		