

INKJET PRINT REQUEST FORM

OPL

SUBMISSION REQUIREMENTS:

- Files must be sized at the requested dimensions, and at a minimum, 300 dpi.
- This form must be submitted with files.
- Accepted file types are: PDF, PSD, TIFF, JPEG and PNG. Please flatten files before sharing.

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

SPECIAL REQUESTS:

NAME: _____

X-NUMBER: _____

EMAIL: _____

DATE: _____

FILE NAME	SIZE	MEDIA TYPE	COPIES	PRICE
	X heightwidth	☐matte☐luster ☐other: _____		
	X heightwidth	☐matte☐luster ☐other: _____		
FOR MORE FILES USE BACK SIDE				TOTAL:

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

TURNAROUND TIME MAY INCREASE TO 48HRS DURING FINALS

PHOTO LAB HOURS:
MON-THUR: 8am - 10pm | FRI: 8am - 7pm | SAT: 10am - 6pm
SUNDAY WE ARE CLOSED. | (310) 665-6971

TECHNICIAN USE ONLY

TOTAL: _____

☐ PAID _____
technician name

☐ PAPER CUT # _____

☐ OWL DOLLARS

☐ PICKED UP

NAME: _____

[illegible]