

LARGE FORMAT DROP OFF FORM

Wide Format Printing + Vinyl & Laser Cutting

FOLD4

FOR WALKTHROUGHS TO SET-UP YOUR FILES, VISIT:
WWW.ARTSERVE.CALARTS.EDU

YOU are responsible for setting up your own files correctly.
Embed all of your images and fonts.
Operator will NOT adjust your files.

FOLD2

Charges must be paid to the Accounting Office
in return for a receipt to be given to the operator
before your order is initiated.
See posted hours to drop off/ pick up a job.

See Attached sheet for Pricing of media

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FOLD1

NAME	EMAIL	PHONE #	MAILBOX #	FILE NAME	MEDIA TO BE USED [Refer to attached of form]	DROP OFF TIME
SPECIAL INSTRUCTIONS						



PAY CASHIER FIRST

FOLD3

\$	=	\$	X	
TOTAL PRICE		PRICE OF MEDIA	# OF LINEAR FEET OR # OF MINUTES	
For office Use Only				
OPERATOR				
ACCOUNT # // FILL IN ONLY IF THIS IS A RECHARGE ORDER				



FOR FOLD INSTRUCTIONS SEE OTHER PAGE