

# EPSON 10000 USE REQUEST FORM

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**Requester name:**

**Date:**

**RIN number:**

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## Please fill out this checklist:

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Are you a ? Graduate: Undergraduate: Fac/Staff:

File name: \_\_\_\_\_ Qnty: \_\_\_\_\_ Size: \_\_\_\_\_ W: \_\_\_\_\_ H: \_\_\_\_\_

File Type: Tiff \_\_\_\_\_ EPS \_\_\_\_\_ PDF \_\_\_\_\_ OTHER \_\_\_\_\_

Program: *Illustrator* \_\_\_\_\_ *Photoshop* \_\_\_\_\_ *Quark* \_\_\_\_\_ *Indesign* \_\_\_\_\_ *Other* \_\_\_\_\_

Color Mode: CMYK \_\_\_\_\_ RGB \_\_\_\_\_ OTHER \_\_\_\_\_

DPI: \_\_\_\_\_ Flattened: \_\_\_\_\_ (if not make it so)

*If you are using **Quark** or **Indesign**: (be sure to include)*

Supplemental fonts: \_\_\_\_\_

Supplemental Images: \_\_\_\_\_

Or create a PDF from the document.

### IMPORTANT:

(Please be sure to have all images and fonts burned to CD or DVD before your print appointment, make sure your DPI is at least 300 for best quality, **DOUBLE CHECK YOUR FILES BEFORE HAND**)

### Payable to:

Be prepared to pay for the print job the day of printing ( check or cash ) in the iEAR Finance office, **checks payable to RPI Arts Dept.**

**( If you do not pay for your print that day you may not take it home or to your class )** All prints will be stored in the finance office until they have been paid for in full. See *Tim Austin \* Art's Finance Manager, no exceptions will be made.*

**Total Cost:**

## **EPSON 10000 General information:**

Please include any extra info. That you feel is important for us to know about the setup of your prints here:

### **Print days this semester:**

TBA

### **This is an Archival Epson 10000 Pro Inkjet printer**

(6 color, CMYK plus light magenta and light cyan)

### **The paper we use is high-end digital fine art paper**

We charge by the linear foot for the paper and do not make a profit on this printing...

### **Max setup Length is 86in**

### **Max setup Width is 42in**

Appointments must be made two business days ahead of time, at the latest.

When reserving time please provide an approximate amount needed

*i.e.- I need a half hour or I need an hour reserve.*

(Blocks will be reserved in ½ hour increments with standby availability.)

### **Appointments are first come first serve.**

### **IMPORTANT SETUP INFO:**

Please be sure to have your documents ready and preflighted at the time of your print appointment. If for some reason you are unprepared or your document is not in a print ready format at the time of your reserved appointment, you will forfeit your slot. You will need to remake a print date after you get your files corrected.

### **Paper Types available this Semester:**

ColorLife Photo Semi-gloss 42'wide – Cost \$5. Ft.

Premiere Luster Photo 42'wide – Cost \$5. Ft

Premiere Art Water Resistant Canvas 42' wide – Cost \$11.50 Ft

Enhanced Matte 42' wide – Cost \$5. Ft

Arches fine art (cold press, must be hand cut) 42' wide \$18. Ft

(If you plan to use this stock make sure to give yourself more setup time)