

KU Design Print Lab Output Request

Contact Info:

Name _____ Phone _____ Email _____

File Name: _____ Number of Pages to output _____

Trim Size: _____ or Paper Size: _____ Margin Size: _____

Documents are printed 100% scale. Not responsible for scaling errors.

Bleeds should be 1/8" outside trim.

All pages printed as color unless otherwise requested.

File Types Accepted:

PDF - Pages with vectors, type, images, multi-page documents.

TIF, JPG - Raster images, photography.

Create a folder with your first and last name, include in the folder your file(s) to be printed and the completed Output Request form here: <https://tinyurl.com/y2cspgwt>

Email the completed Output Request form only to: sfair@ku.edu. Do NOT email print files.

Allow at least two hours for output and you will receive an email to schedule a time for pick up. Please direct your questions to Steve Fair: sfair@ku.edu, 785-864-5565.

Paper Type:

Output

Photo Matte - 192 g/m² bright white paper with matte finish. Yields highly saturated images, while maintaining highlight and shadow detail. 44" wide roll paper. \$0.35 per inch.

Standard Matte - Economical matte paper perfect for durable, long-term applications and color-accurate everyday prints, working comps, and design proofs. 42" wide roll paper. \$0.25 per inch.

Photo Luster - Outstanding color saturation for vivid prints, 240 g/m², traditional silver halide prints. 24" wide roll paper. \$0.25 per inch.

Pictorico Clear Film - Used for negative printing in photography alt processes. 8 1/2 x 11" sheets. \$2.00 each.

Other - Bring your own paper

Comments Below: