

# Wide Format\* / Poster Ticket

\* Wide Format = anything larger than 12x18

<http://taubmancollege.umich.edu/architecture/facilities-resources/media-center>

Name: \_\_\_\_\_

UM uniqaue: \_\_\_\_\_

Phone\*\*: \_\_\_\_\_ dropoff date & time: \_\_\_\_\_

\*\*After-hours use only (when appropriate)

internal use only

Plotter number: \_\_\_\_\_

Staff Member: \_\_\_\_\_

Plot cost (#358): \_\_\_\_\_

Strathmore (#172): \_\_\_\_\_ x \$4.00 ea  
*Plus tax*

Bristol Board (#670): \_\_\_\_\_ x \$1.25 ea  
*Plus tax*

SHORTCODE : \_\_\_\_\_  
**PROVIDE SHORTCODE WHEN DROPPING OFF FILE**

## Paper/media options: choose ONE per file

roll media:

- |   |   |
|---|---|
| <input type="checkbox"/> Bond 24#       | <input type="checkbox"/> Mylar                  |
| <input type="checkbox"/> Heavy Bond 45# | <input type="checkbox"/> Clear Film             |
| <input type="checkbox"/> Vellum         | <input type="checkbox"/> Matte Photo            |
| <input type="checkbox"/> Satin          | <input type="checkbox"/> Water Resistant Fabric |
| <input type="checkbox"/> Glossy Photo   |   |

**Notice:**

All roll media is available in a 36" roll.  
Exceptions are 24# Bond, Satin and Glossy Photo, which are also available in a 42" roll. Matte Photo 42" roll only.  
\*\* We charge by linear foot for wasted paper in addition to the plot charge ROLL MEDIA ONLY.

OR

sheet media:

- |  |
|--|
| <input type="checkbox"/> Bristol (Sheet is 19x24)    |
| <input type="checkbox"/> Strathmore (Sheet is 32x40) |
| <input type="checkbox"/> Other _____                 |

**Sheet printing requires a 1" margin of white space on all 4 sides** of your file. Customer is responsible for appropriate borders. This makes the image area roughly 30"x38" on Strathmore, and 17"x22" on Bristol

*Please note: Customer-provided paper incurs an additional setup fee of \$3.50 per job ticket*

filename	image area (inches)	cost
<i>example: A(course number)_(semester)_(instructor unique)_(student unique)_(file).pdf</i>		
_____		
_____		
_____		

### BY SUBMITTING YOUR JOB YOU AGREE TO THE FOLLOWING:

All jobs are processed on a first-come, first-served basis. Completion times vary and are **NOT** guaranteed. It is against Media Center policy to alter, scale or edit files in any way--all files are printed on an as-is basis. All borders, sizing and layout are the responsibility of the customer.

We accept Adobe Acrobat® PDF or JPG (180-300 dpi recommended) files for printing.

The Media Center will hold your completed job for up to one month. If your job is not retrieved and paid for we reserve the right to put your account on hold pending payment and your job will be thrown away until unpaid balance has been satisfied.

**The Media Center does NOT accept External Hard Drives for file transfer. We accept USB/flash drive or CD/DVD.**

\*\* The Media Center defines "wasted paper" as more than 18" (or half) of the roll being unused. Example: Plot dimensions 52" x 10" plot would waste 52" x 26" of paper, your charge would be 5 linear feet of whatever roll media you are printing upon plus the cost of the plot area.

# How much will it be?

All large format pricing within the Media Center is determined by square foot (image area width" x height" ÷ 144 = SqFt) multiplied by the cost per SqFt of media chosen. When choosing a sheet media, you are charged for the sheet in addition to the image area at the Bond rate. Square foot pricing is based upon the image area--all items on the page in one contiguous area, not the total of many small areas.

## Standard Roll Media:

Bond	Heavy Bond	Vellum	Glossy	Satin
\$2.50/sf	\$3.00/sf	\$3.00/sf	\$3.50/sf	\$3.50/sf

## Premium Roll Media:

Mylar	Clear Film	Prem. Matte Photo	Water Resist. Fabric
\$4.00/sf	\$4.75/sf	\$3.50/sf	\$6.50/sf

## Sheet Media:

Bristol (each blank 19x24 sheet=\$1.25+tax)	Strathmore (each blank 32x40 sheet=\$4.00+tax)
\$7.92 or less* + sheet	\$22.22 or less* + sheet

*\* this is maximum cost for a print on each of these sheets (as image area may be smaller/total would also be less)*

# What if I self-plot? How much then?

Self-plotting rates are charged by linear foot rather than square foot. Your cheapest option would be the KIP. Wait times vary and are not monitored by staff. You can queue up your print any time, day or night, and see how much it is prior to releasing it with a copy card (available for purchase inside the Media Center). Copy cards are refillable at the cash register, or if using paper US\$ you can also use the copy card unit in the hallway to add cash yourself. Copy cards cannot be combined and hold a maximum of \$50, so refilling them is your best option (and more sustainable, too!). All Taubman College managed computers (East and West 3rd floor computing clusters, BT Lab, Media Center walkup machines) have the ability to print to the self plotters. All must be released (paid for with a copy card) from the workstation in the hallway outside the Media Center. There is a large self-plotting guide with screen shots posted on the wall in the hallway above the release station detailing the process and how to print in our environment.

Should there be an issue with any particular machine or process, please let Media Center staff know immediately.

Mylar self plots will print inside the Media Center and are available the following day when we open--since that machine functions both as a staff machine and a self-plot machine, hours of availability on mylar self plots run from roughly midnight to 6am (example: if a plot is released to the mylar printer after 6am, it will print and be available the following day. If released BEFORE 6am, it will be available when we open that same day).

Bond (color)	Heavy Bond (color)	Mylar (color)	KIP
\$6.75/lf	\$7.50/lf	\$10.00/lf	\$1.00/lf
Bond (b/w)	Heavy Bond (b/w)	Mylar (n/a)	
\$5.25/lf	\$6.00/lf		