Please be aware of the following rules and guidelines before submitting your print order.

WE ONLY ACCEPT ARTICARD AS PAYMENT

Sorry, no cash, checks, credit cards, or ArtiPrint. You can add money to your card in this building on the second floor either by the student lounge or at the ArtiCard office and online in Self Service.

Price quotes do not necessarily reflect your final cost. Please double-check our math. We’ll be happy to explain our prices and how we got them. If you refuse to pay for an order, your account will be put on hold.

Price quotes are estimates

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MINIMUM CHARGES

Please be aware that there is a 2 square foot minimum charge for inkjet printing, 1 square foot charge for vinyl cutting, and a 5 copy minimum for Riso orders. This rule does not apply to inkjet test strips. Only one test strip per print (4”x 44”).

PRINT JOBS SHOULD BE INSPECTED BEFORE LEAVING THE SERVICE BUREAU

We will not crop, resize, or change your files. Your files will be printed exactly as they are submitted. Check your size, resolution, and spelling before submitting your order. Prints come on a roll with crop marks. We do not cut prints down to size due to space and staffing limitations.

NO RESIZING, RESAMPLING, CUTTING, OR COPY EDITING

We will not correct your files. If color accuracy is important to you, we HIGHLY recommend that you first print a test strip for inkjet prints or a proof for laser and perfect bound books. Any color complaints should be accompanied by an original test strip or proof.

NO COLOR CORRECTION

Any variations in the surface of these materials are beyond our control. The Service Bureau is not responsible for the occasional natural flaw and will not reprint a job because of these variations.

YOU MUST ADD YOUR OWN BORDERS

Our policy requires that you build any extra margins or borders into your file before you give it to us. That means that if you are printing on canvas and you need margins for stretching purposes, you must build extra space into your document. We will not do it for you and cannot guarantee any margins that are not built into your file.

OUR CANVAS AND RAG PAPERS ARE MADE FROM NATURAL FIBERS

TURNAROUND TIMES & JOB PICK UP

Please be advised that these turnaround times are for current students. Alumni, faculty and staff may experience longer turnaround times. Turnaround times are subject to change, particularly during high-volume periods. Turnaround times do not include weekends. Please plan accordingly.

24 Hours

- Laser Printing
- Finishing Orders
- Weeding
- Taping
- Inkjet Test Strip

48 Hours

- Riso Printing Per 1 or 2 colors
- Vinyl Cutting
- Button Orders

72 Hours

- Inkjet Printing Rush Times are available

6 Days

- Perfect Binding

We will hold onto your order for one month. If your job is not picked up, your account will be put on hold and your order will be thrown away.

If you have any questions about these rules and guidelines, please ask a staff member. You may also refer to our Service Bureau Pricing and Basics booklets or our website crit.artic.edu/servicebureau for more information.

WE ARE HERE TO HELP

HAPPY PRINTING!