

CSU Chico Art Tech Lab, Ayres 202

Monday/Wednesday:11am-5pm

Tuesday/Thursday:11am-2pm

Friday: 8am-2pm

Digital Media Order Form

Contact Information:

Name:

Class:

Email:

Phone #:

**All prints must be picked up within 24 hours of completion (unless other arrangements have been made). Failure to pick up your prints will prohibit future use of the space.

Paper Type:

Glossy Luster Enhanced Matte Presentation Matte Transparent Film

Paper Size (inches):

Print Specifications:

**All prints must be picked up during scheduled pick up time due to Covid-19. Pick up will be unavailable until rescheduled. Failure to pick up prints will prohibit future use of the space.

*Prints will be darker than they appear on a computer screen. Please make adjustments prior to submitting your image. If you need assistance adjusting for print, please leave a note in the Additional Notes Section.

*If you are printing larger than 24"x36" you must confirm via email that the image is correctly adjusted for print. If you need assistance adjusting for print, please leave a note in the Additional Notes Section. Reprints will not be permitted.

*Files must be sent as a .tiff or .png and files over 10GB must be submitted via flash drive during lab hours.

*If you have any specific instructions with your image, please add to the Additional Notes to Tech (at the bottom) that you need to arrange a scheduled time with technician when a photo is being printed to have a test print done before the final print is produced.

Initials that you have read the Print Specifications:

Additional Notes to Tech: