Digital Output Center Order Form

Name:_____ Date Submitted: _____

Email:_____ Date Picked Up:_____

CCNY User Name _____

EDM/DIAP/Photo ☐   MFA/other Art ☐

Phone Number: _____

Alumni/College ☐   Other ☐

Thank you for choosing the Digital Output Center! Our mission is to provide our students and community access to high quality, archival inkjet printing at the lowest prices available. The catch? While we do our best to complete orders in a timely manner, we can not guarantee a completion date.

Test strips are a small portion of a image printed at 100% (full size) on the same paper type as selected for the final print. They are a tool to evaluate paper finish and color accuracy and are highly recommended by the Digital Output Center. Test strips will be charged at the same rate as full size prints but can be refused. However, by refusing a test strip you must agree to the following: 1) The print will be charged in full at time of order and that 2) you waive any right to challenge the quality or color accuracy of the print nor receive a refund for any reason.

By signing below you agree to all conditions set forth on this order form, DOC publications and any other relevant DOC policies.

Signature:_____

Print 1:   Quantity:_____

File Name: _____

File Format: _____

Image Size: _____

Paper Type:_____

Test Strip:
Yes _____ No_____

DOC Use Only

$_____ Per in² X _____ X _____

Image Dimensions

Ink Cost: _____

_____ @ $_____ = _____

Paper Cost

Test Strip Cost: _____

Total Per Print: _____

Total For Section:_____

Print 2:   Quantity:_____

File Name: _____

File Format: _____

Image Size: _____

Paper Type:_____

Test Strip:
Yes _____ No_____

DOC Use Only

$_____ Per in² X _____ X _____

Image Dimensions

Ink Cost: _____

_____ @ $_____ = _____

Paper Cost

Test Strip Cost: _____

Total Per Print: _____

Total For Section:_____

Print 3:   Quantity:_____

File Name: _____

File Format: _____

Image Size: _____

Paper Type:_____

Test Strip:
Yes _____ No_____

Print 4:   Quantity:_____

File Name: _____

File Format: _____

Image Size: _____

Paper Type:_____

Test Strip:
Yes _____ No_____

Print 5:   Quantity:_____

File Name: _____

File Format: _____

Image Size: _____

Paper Type:_____

Test Strip:
Yes _____ No_____

Print 6:   Quantity:_____

File Name: _____

File Format: _____

Image Size: _____

Paper Type:_____

Test Strip:
Yes _____ No_____