

GENERAL PRINTING POLICIES

Prints must be paid for UP FRONT using your BG1 Card.

Your prints will be **ready within 48 HOURS** of dropoff (business days only).

RUSH order is available, moving you to the front of the queue (behind other rush orders). RUSH fee is 50% of the total cost of the print.

Example:

8.5x11 = \$4.55 regular price, with rush fee is \$6.82

20x24 = \$23.33 regular price, with rush fee is \$35.00

We offer **2 inch test strips, the FIRST one is free.** Your file **MUST** be resized to be 2 inches in height. We do not resize images.

Choose between three types of paper, printed at \$6 per square foot:

LPP: Luster photo, gloss finish. Best for photos, 3D model images. Not recommended for images larger than 20-inch dimension.

HPR: Bright white photo rag, velvet matte texture. Great for photos or digital paintings.

HGE: Warm white German Etching, slightly textured. Best for digital paintings.

Provide your own paper, and print for \$5 per square foot. Talk with a Media Center technician prior to purchasing paper.

Submit your file(s) in person, on a flash drive that is labelled with your BGSU username. If you have other files on the drive, put your files in a folder labeled "PRINT".

Image resolution 300 ppi is recommended, however any files 150 ppi or higher will be accepted. Image quality is not guaranteed for 72ppi images, or images that have been resized and resampled at a higher resolution than the original. Talk to your course instructor if you have questions about image resolution.

File dimensions MUST match those specified in your file name (see naming conventions). We will NOT resize images.

Add borders, and include borders in file dimensions.

We accept JPG, TIFF, and PDF files.

