

PHOTOGRAPHIC

CENTER

NORTHWEST

DIGITAL PRINTING SERVICE

The Photographic Center Northwest offers online printing services through our Digital Lab. This service allows students to e-mail assignments and contact sheets directly to our Digital Lab to be printed for the upcoming week's class. **Turn around time is three business days (M-Th 12-9pm. Sa-Su 12-6pm. Closed F)** Please submit requests at least three business days in advance to the due date of your assignment. We will contact you via email when your order is ready. Prints can be picked up and paid for at the front desk.

HOW TO USE THE DIGITAL PRINTING SERVICE

STEP 1: Prep your files

Edit & flatten your images, and **convert to JPEG or TIF files**. Files must be sent in print-ready format. No additional adjustments will be made to images sent to the printing service, so be sure to complete all editing and resizing before saving and sending your files.

Step 2: Tell us what you need!

In the body of your email determine the desired dimension, in inches, that you would like each of your images printed at. Please also determine the size of the borders (white space around your image) that you would like. **INCLUDE: YOUR CLASS + DAY/TIME, DIMENSIONS, PAPER TYPE, DUE DATE and a PHONE NUMBER** (in case there are any problems with the files and PCNW needs to contact you)

Choose a paper type: Glossy, Luster or Matte

Choose a size:

8.5 x11" Sheet	\$5.61 +tax /sheet
17" Roll Paper	\$0.06 +tax /sq. in.
24" Roll Paper	\$0.06 +tax /sq. in.
44" Roll paper	\$0.06 +tax /sq. in.

PLEASE NOTE:

- For orders regarding photographs printed on 17" roll or larger it is recommended that you consult with us via email to get an accurate quote and turnaround time. High-volume print orders are subject to an additional service fee.
- PCNW charges a flat rate for contact sheets; contact sheets are considered an 8.5"x11" print, therefore the charge for one contact sheet is \$5.61 + tax.
- If you would like a price quote prior to your order being processed please send your email with all prior information and in the subject line of your email please write "**Print Service Quote Request**". **Your order will not be processed until we receive confirmation from you.**
- Students registered for digital inkjet printing-specific workshops and courses **will not be** eligible to use this print service.

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STEP 3: Send your Files

You have two options of sending files: Email directly to printing@pcnw.org OR sending your files via WeTransfer.com to printing@pcnw.org.

For emailing directly: (Size limit for e-mailing files is 25MB or smaller). **IMAGES MUST BE SENT AS ATTACHMENTS IN EMAILS;** images copied into the body of e-mails will not be printed. To attach a file, click the paperclip icon in your e-mail window and follow prompts to select the file(s) you wish

For Using WeTransfer.com : Go to WeTransfer.com and upload all the files you intend to have printed. In the 'email to' box enter printing@pcnw.org. Please be sure to also send an additional email to printing@pcnw.org detailing your request (steps 1 &2). **Do not fill in the 'message' box with your request details.**

STEP 4: Pick up your prints

We will contact you via email when your order is complete and ready for pickup. Prints can be picked up and paid for at the front desk. For questions on billing or ordering please contact the front desk at 206.720.7222 ex 0.

Disclaimer: PCNW will never store or share files beyond the purpose of printing for the aforementioned services. By using our print services you are granting PCNW a one-time license to print your digital files. After your order has been completed PCNW will erase all customer information from our hard drives and servers. It is the customers' responsibility to back up and archive digital files. By using WeTransfer.com to send your files you are accepting their terms and conditions of usage. For more information on WeTransfer's terms and conditions please refer to www.wetransfer.com.