

Epson Digital Order Form

Receipt Number: _____

Name	
Email	
Phone Number	
Membership Number (or Affiliate Membership Number)	
Storage Device Description	
Date Submitted	
Date Requested by	

*** Please note that SNAP is not a commercial service - Digital Orders will be printed as soon as staff are able but can take up to five business days from submission. Rush orders can be negotiated at an additional admin fee but are not always possible due to existing commitments and workload.**

Job Details

File Name & File Type (Indicate specific location on storage device)	Media or Paper Requested Output Type	Media Size Document size in inches (Indicate R for roll or S for sheet)	Image Size(s) Exactly as saved H & W in inches	Pricing See formulas attached
1.				
2.				
3.				
4.				

Total Price: _____

Production Notes (for Operators only)

Operator	
Printer	
Profile(s)	
Intent	
Media Setting	
Output Resolution	
Adjustments	
Date Printed	

Affiliate pricing is for Artists who have valid membership to a non-profit visual arts organization (example affiliates: Art Gallery of Alberta, Latitude 53, Harcourt House, VAA/CARFAC, FAVA, Art Gallery of St Albert, Gallery@501)

SNAP Digital Output Information & Policies:

- Please note that Digital Orders will be printed between 48 hours and up to five business days of submission. Rush orders can be negotiated at an additional administration fee but are not always possible.
- SNAP's Digital Lab exists for the purpose of printing artwork by and for artists only. The SNAP Digital Lab is not a commercial service and SNAP staff reserve the right to refuse to print reproductions of existing artworks, commercial media, large editions or large scale work that don't align with our mandate or technical ability.
- Artist's must submit their files to print specifics and fill out the digital order form, operators will not make any adjustments, edits or alterations to files. Anyone needing assistance with digital file or image preparation can book time with operator at an additional cost.
- The printer is not able to print full bleeds, please leave a minimum .25" border around your image area.
- Large editions will only be printed at the discretion of the operator (approximate edition size of 12-15 or smaller is acceptable). Additional fees will apply for larger editions and will take longer than the typical printing turnaround time.
- Large prints over 30 x 44" will be negotiated by the operator and the artist.
- Artists may submit their own paper if they are approved Epson papers, Printmaking Rag Papers or Washi Papers.
 - Submitted paper must be clean, flat sheets or appropriate roll cores (2" or 3").
 - SNAP will not be responsible for loss or damage to submitted paper
 - Printing costs will be determined by amount of ink used for printed area; additional fees will apply for printing and handling the submitted sheet and roll media.
- Once prints have left the Printshop SNAP takes no responsibility for loss, damage, or print quality. Please inspect your prints before leaving, ensure appropriate drying times and bring your own packaging for safe transport.
- Please remember that your poor planning does not constitute an emergency for SNAP's digital printing operator. Ensure that you submit your files in a timely manner and notify SNAP staff if you need specific paper or will be submitting a large order so we have adequate media and ink in stock.

Epson Digital Output Pricing

Artist's Own Media Costs

Artists may submit their own media from approved list; handling fees will be charged:

\$2 per sheet

\$10 per roll

Digital Output Pricing Formulas

Pricing is determined by substrate. Costs are determined by amount of paper used (\$/per running inch) and by amount of ink used for printed area (.05/square inch of image size)

Media Options

Media Type/Size	SNAP Member Price	SNAP Affiliate Member Price *
Crystal Clear Film 44"	\$1.95/running inch	\$2.50/running inch
Crystal Clear Film 24"	\$1.10/running inch	\$1.45/running inch
Epson (Coated) Somerset Velvet Fine Art Paper 44"	\$0.59/running inch + .05/square inch	\$0.77/running inch + .05/square inch
Epson (Coated) Somerset Velvet Fine Art Paper 24"	\$0.38/running inch + .05/square inch	\$0.49/running inch + .05/square inch
Epson (Coated) Hot Press Natural 44"	\$0.56/running inch + .05/square inch	\$0.73/running inch + .05/square inch
Epson (Coated) Hot Press Natural 24"	\$0.31/running inch + .05/square inch	\$0.40/running inch + .05/square inch
Epson (Coated) UltraSmooth Fine Art Paper 44" (limited stock)	\$0.64/running inch + .05/square inch	\$0.83/running inch + .05/square inch
Somerset Satin Sheet Rag Paper (Uncoated) 30" x 44"	\$17 + .05/square inch	\$22 + .05/square inch
Somerset Satin Sheet Rag Paper (Uncoated) 22" x 30"	\$7 + .05/square inch	\$9 + .05/square inch
Honen Sheet Japanese Washi Paper (with sizing) 25" x 38.5"	\$7 + .05/square inch	\$9 + .05/square inch
Mulberry Thai Kozo Paper (with sizing) Unbleached 37"	\$0.25/running inch + .05/square inch	\$0.33/running inch + .05/square inch
Epson Double weight Matte (Coated) 24"	\$0.07/running inch + .05/square inch	\$0.09 + .05/square inch
Epson Enhanced Matte (Coated) 44"	\$0.16/running inch + \$0.05/square inch	\$0.21/running inch + \$0.05/square inch