

## **Work Order Information Sheet**

Hello, and thank you for choosing the Neighborhood Print Studio!

This document outlines the types of projects we can produce, our pricing structure, turnaround times, and file preparation guidelines. It also explains what information we need from you to provide an accurate estimate and successfully complete your order.

Please review these details before submitting your [Work Order Information Form](#), and don't hesitate to contact us with any questions.

### **What projects can our studio do?**

- Posters
- T-Shirts
- Binding Notebooks
- and more...

### **Important Information**

Our work orders have a 1-2 week turnaround time, depending on when the print files and materials are received.

### **Screen Printing Services**

Our screen printing is done by hand. There is a 2 color limit for all t-shirt orders, but there is no limit on poster orders.

These are the screen printing papers we always have available by default.

- Tagboard, 18" x 24" = \$0.50 per sheet
- Cartridge, 23" x 33" = \$2.00 per sheet
- Lenox 100, 20" x 32" = \$4.10 per sheet
- Stonehenge, 22" x 30" = \$4.20 per sheet

### **Book Binding Services**

Our book binding is done with a perfect binder, that means the spine of the book will be glue-bound. We do paperback books only, and we can screen print covers. The pricing of a bookbinding project will vary depending on the size of the book, the materials requested, and the amount of pages.

## Pricing

When we receive the description of your project we will give you an estimate of the price. This price might slightly change depending on how long the project takes to complete. The way we price work orders is:

- Price of Labor: \$40/hr (Two printmakers working on your edition)
- Studio Rental/Equipment Cost: \$30/hr
- Price of Materials: We are willing to order all materials pertaining to the project, but we also allow for you to order materials and deliver them to our studio to cut that cost. Prices will vary if materials outside of what we provide in the studio are requested.

You will choose a deadline/pick up date for the project, it is on your pick up date that we will create an invoice for payment and package up your completed prints.

## What we need from you:

### Information

We will need a detailed description of the project you are inquiring about. Details like what color paper, color inks, color of T-shirts, print size, etc. We have a [work order form](#) where you can submit all the basic information we will need. If you are unsure about any of these details we are here to discuss your project with you!

### File Preparation

If your order is for a screen printing project then we will need a Photoshop file of your image that will become a positive transparency. Your images and letters **do not** need to be flipped.

If your print has more than one color we would like each color to be separated into a layer in a Photoshop (.psd) file. If you use an editing software other than Photoshop, you may still be able to save your file as a .psd file. If you are unable to do so, you can save each layer as its own image, with the file name titled with the layer's corresponding color.

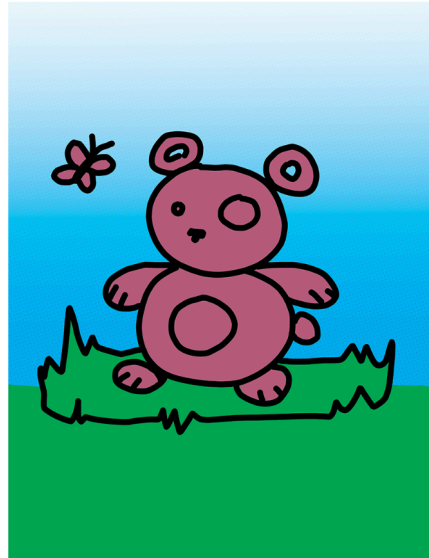
This ensures that our printmakers clearly understand the color layers that will be going into your print. It will save us time, and therefore save you money that would be spent on us adjusting the file!

Any layers with gradients in your design will need to have bitmapping applied, this will apply to photographs and drawings with smooth shading and value. See pages 3 and 4 for examples on color separation and bitmapping.

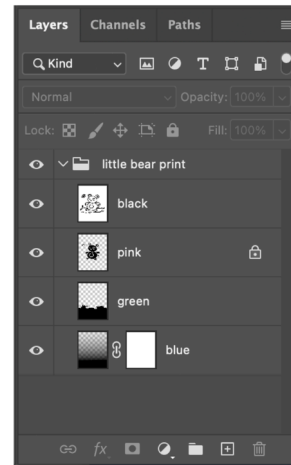
## Color Separation File Example

Notice how every color layer of this print is a separate layer that can be hidden and revealed.

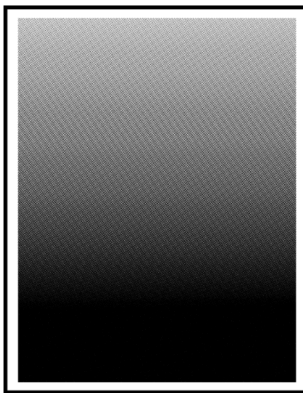
This helps us ensure that the registration of your print will be perfect and gives our printmakers a clear picture of your project.



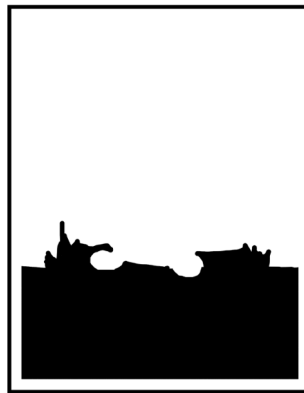
full color print



photoshop layers



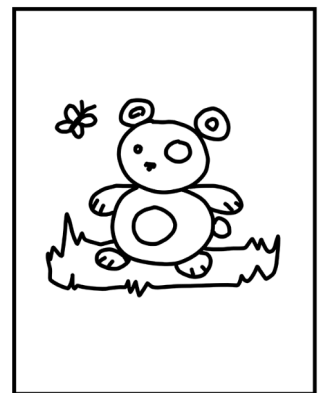
blue layer



green layer



pink layer



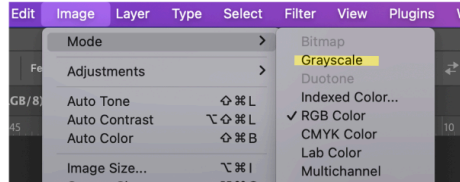
black layer

## Bitmap File Example

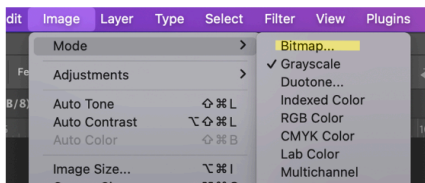
Any gradients in your design will need to have bitmapping applied, this will apply to photographs and drawings with smooth shading and value.



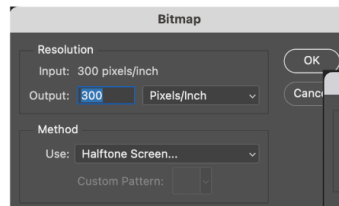
1) Make sure the image size and resolution match your print size. The recommended minimum resolution for printing is 300 dpi.



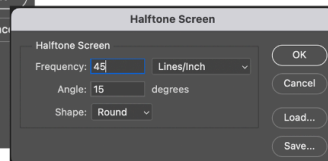
2) Go to Image>Mode>Grayscale to convert your file to black and white.



3) Go to Image>Mode>Bitmap to convert your file to bitmap.



4) Set your bitmap resolution and method. Match your resolution output to your input. Set the method to Halftone Screen.



5) We recommend a frequency of 30-45 for detailed images, a frequency of 15-25 for more graphic images, and an angle of 15. Shape determines the shapes of the dots used in the bitmap pattern. For advanced color separations we suggest doing your own research and experimentation for your settings.

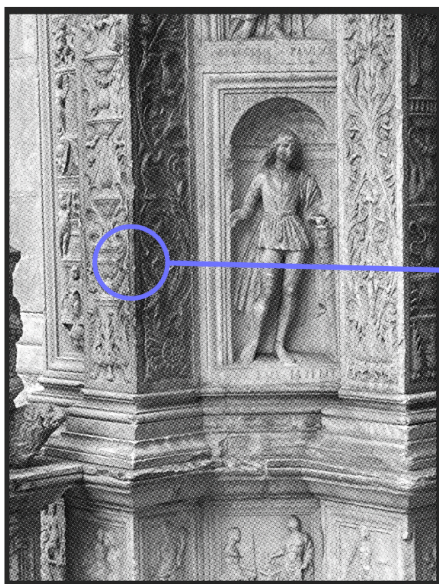
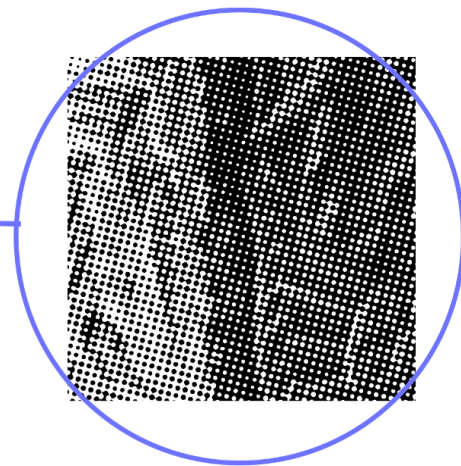


Image with bitmap applied



Closeup of bitmap pattern

Thank you for your business! Our studio is always excited by the projects artists bring to our studio.

**Have any further questions? Here is our contact information:**

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