MK AD MIDTOWN KINGSTON ARTS DISTRICT NEIGHBORHOOD PRINT STUDIO

Work Order Information Sheet - Last Updated 10/18/26

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
- and more…

Why should you print with us?

Neighborhood Print Studio is a non-profit community print studio program of the Midtown Kingston Arts District (MKAD). MKAD's programs are devoted to training local youth into the arts. Our work orders and fine art editions are a training ground for our Youth Workforce to grow their technical skills in printmaking. This does not affect the quality of the prints we produce but is why we offer our editioning services at the costs that we do. All funds from these editions go to supporting our studio and Youth Workforce training program.

Important Information

Our work orders have a 2 week turnaround time, depending on when the print files and materials are received. **Print orders that want a deadline less than two weeks will have to pay a rush order price starting at $100.**

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. Please take note that if you are providing your own shirts or fabric to be printed on, *the fabric blend should be at least 80% cotton for ideal results.*

Screen Printing Pricing

When we receive the description of your project we will give you an estimate of the price. This price might change depending on how big your image size is. For example, if the print is 5”x 8” or smaller, we will charge $5 per print as a starting price. Ink is included in the price, unless it is specialty ink we need to order. The way we typically price work orders is:

- Price per print:
    - One Color: $10 per print/shirt
    - **Every color layer added adds $5 to the cost per print.** For example:
    - 2 Color: $15 per print
    - 3 Color: $20 per print
    - 4 Color:$25 per print
    - We have a 4 color limit for work orders, beyond 4 colors your print would be categorized as a Fine Art Edition.

- Available papers (provided by print studio):
    - Tagboard, 18" x 24" = $0.58 per sheet
    - Cartridge, 23” x 33” = $2.00 per sheet
    - Lenox 100, 20” x 32” = $5.32 per sheet

- Materials:
    - We are willing to order all materials pertaining to the project, but you can also order materials and have them delivered to our studio. Prices will vary if materials outside of what we provide in the studio are requested.
    - If we are purchasing materials for your project, we will always add 20% extra paper or t-shirts than your edition will need, to account for misprints. For example: if you print an edition of 20, we will add 4 sheets extra.
    - If you are providing your own material to be printed on, please include extras for test printing and to account for misprints.

Fine Art Editions

For Fine Art Editions you will go through a similar process of sharing the project details with us through the work order form. Fine art editions may go beyond silkscreen. After you have submitted the work order form we will schedule a meeting to discuss one-on one how we will approach your project. During this meeting, we will gain a full scope of your project and discuss whether you would like a proof. We need at least a 4-week lead time with Fine Art Editions. The way we price typically price Fine Art Editions is:

Proof Price: $100 plus the cost of a single print. A proof lets you have an example of how the completed edition will look. A proof requires our staff to go through all the steps of the printing process before working on the full edition, which is why we charge this fee. We will not

move forward with the full edition without your signature approval of the proof. This gives you a chance to make any changes you would like for the full edition.

- Price per print:
    - 4 Color: $25 per print
    - **Every color layer added adds $10 to the cost per print.** For example:
    - 5 Color: $35 per print
    - 6 Color: $45 per print
    - 7 Color: $55 per print and so on.

- Materials:
    - We are willing to order all materials pertaining to the project, but you can also order materials and have them delivered to our studio. Prices will vary if materials outside of what we provide in the studio are requested.
    - If we are purchasing materials for your project, we will always add 20% extra paper or t-shirts than your edition will need, to account for misprints. For example if you print an edition of 20, we will add 4 sheets extra.
    - If you are providing your own material to be printed on, please include extras for test printing and to account for misprints.
    - Ink is included in the price, unless it is specialty ink we need to order.

Deposit and Deadlines

To move forward with any project over $200, we require a deposit of 50% of the quoted price.

We will agree on a deadline/pick up date for the project. On your pick up date we will create an invoice for payment and package up your completed prints. Final payment is due at pickup unless otherwise agreed to in advance.

Do you have your color layers prepared?

For both our work orders and fine art editions we do not include photoshopping color layers, this is something you will have to have ready for us. If you need images to be broken down into separate color layers you will reach out to our studio manager, Micah Fornari. You can work with him directly to convert your image into a file that can be printed, you would pay him directly. His fees are $50/hr, he will reach out to you with an estimate on how long it will take to convert your images.

Micah Fornari
micah@mkad.art

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 PDF, .TIFF, or Photoshop (.psd) 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.

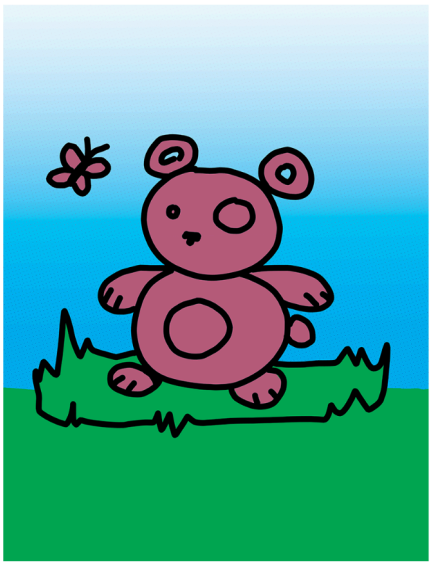
This ensures that our printmakers clearly understand the color layers that will be going into your print. It will save us time, and therefore save you money that would be spent on us adjusting the file!

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 5 and 6 for examples on color separation and bitmapping.**

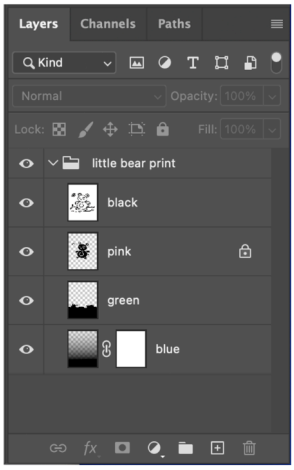
Color Separation File Example

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

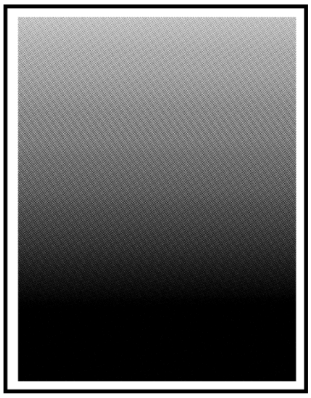
This helps us ensure that the registration of your print will be perfect and gives our printmakers a clear picture of your project.



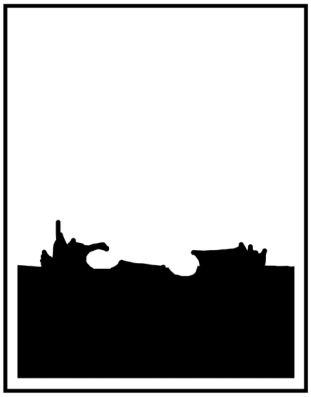
full color print



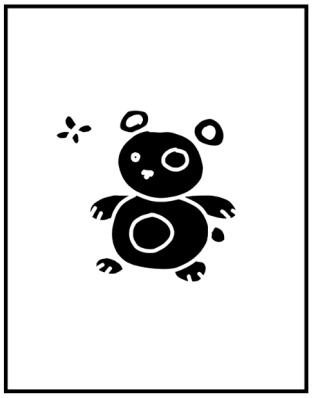
photoshop layers



blue layer



green layer



pink layer



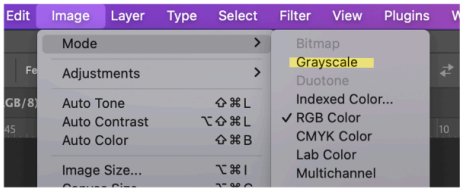
black layer

Halftone 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.

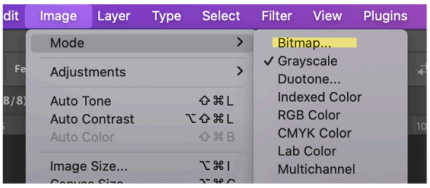


1) Make sure the image size and resolution match your print size. The recommended minimum resolution for printing is 300 dpi.

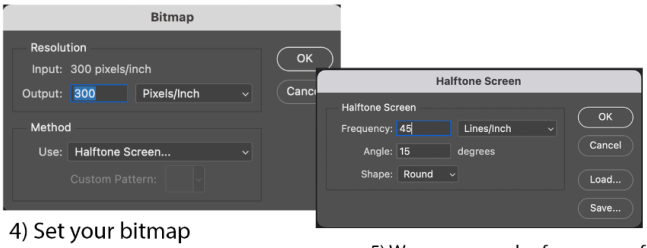




2) Go to Image>Mode>Grayscale to convert your file to black and white.



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.

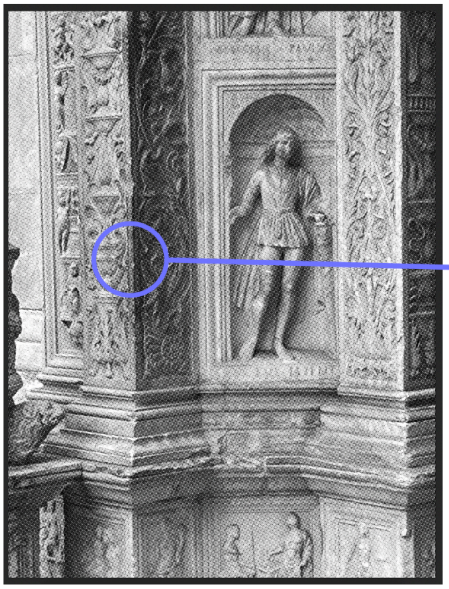
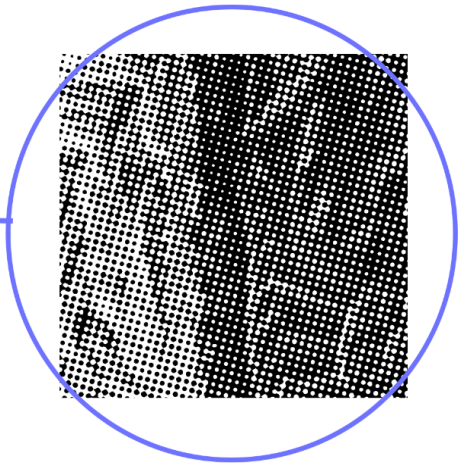


Image with bitmap applied



Closeup of bitmap pattern

Thank you for your business! The Neighborhood Print Studio is always excited by the projects artists bring to our studio.

Have any further questions? Here is our contact information:

Micah Fornari
Studio Manager
Micah@mkad.art

Dilara Miller
Studio Director
Dilara@mkad.art