



Wide Format Printer Guidelines

Major Student Organizations:

- MSO's may use our wide format printer in the Student Government office at the cost of **\$1 per square foot of printing**.
 - o For example, a 3'x2' flyer would cost \$6.
 - o For prints using color backgrounds, you will be charged **\$2 per square foot of printing**.
 - o This covers the estimated costs of the paper and ink cartridge expenses.
- Our wide format printer is 36" in width. When submitting your file to us, make sure that your file size is set accordingly. **You will be billed for 3 foot increments.**
- An MSO will not be charged for printing a flyer that is printed incorrectly due to sizing issues, the printer running out of paper, etc.
- An MSO must allow at least five business days for SG to print the flyers; ideally, there should be a two week notice before the flyers must be printed.
- Files must be in PDF format for the printer to print colors properly.

Other Clubs/Organizations:

- Other clubs and organizations may not use the wide format printer at this time.

Additional Notes:

To request usage of the printer, please send an e-mail to the Director of Services at sgsvcs@rit.edu. Additionally, you may stop in the Student Government office to get more information.

The calculations for paper and ink cartridge usage are estimates. The costs for printing are subject to change at any time if it is determined that the costs are greater (or smaller) than expected.