

Fill in this form in Preview, Adobe Acrobat or a web browser, then save it. Collect your prints from the Print Lab. Payment is cash on pickup unless arranged beforehand. Upload the saved form and your files to:

<https://www.dropbox.com/request/6lpKRJa1deEJ7pv3CXDE>

1 YOUR DETAILS

Full name

Organisation (optional)

Email

Phone

Pricing

☐ General Public

☐ NAS Alumni

Year graduated (alumni)

Date needed (optional)

2 PRINTS

#	File name	Paper	Width (mm)	Height (mm)	Border (mm)	Qty	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Sizes are the trimmed print size in millimetres, up to 1118 mm wide. Borders are added outside the print size. More than 12 prints? Save a second copy of this form.

3 ORDER NOTES

4 CONFIRM

☐ My files follow the file guide on page 2.

☐ I own the rights to these images, or have permission to reproduce them.

Name

Date

LAB USE ONLY

Order / invoice no.

Total inc. GST

☐ Paid

☐ Printed and checked

1 HOW TO ORDER

1. Fill in page 1 in Preview, Adobe Acrobat or a web browser. Save the PDF.
2. Name each file as shown below. Type the same file names into the Prints table.
3. Upload the saved form and all your files together to the Print Lab Dropbox:
<https://www.dropbox.com/request/6lpKRJa1deEJ7pv3CXDE>
4. Collect your prints from the Print Lab. Print Lab hours are subject to change, so check the NAS website for current hours. Payment is cash on pickup unless arranged beforehand.

2 FILE NAMES

YYYY_MM_DD_YourName_ArtworkName.tif

Example: 2026_03_14_JoeBloggs_MyFavouriteSock.tif

- No spaces. If names are similar, add a number at the end: _1, _2, _3.
- If two files share a name, the lab prints only the latest one.
- Put special instructions in the Notes column on page 1. You no longer need a separate text file.

3 FILE SPECIFICATIONS

Formats	TIFF, JPEG or PDF
Resolution	300 ppi at print size
Colour profile	Adobe RGB (1998)
Bit depth	8-bit
Layers	Flattened, no layers

4 SIZE AND BORDERS

- Resize each image to its print size if you can. Ask the lab if you need help.
- Prints are trimmed with no border unless you ask for one.
- Borders are added outside the print size. An A3 print (297 × 420 mm) with a 20 mm border measures 337 × 460 mm and is priced at that size.
- Maximum print width is 1118 mm. Print length is limited by the paper roll length.

5 PAPERS

FINE ART

Canson Edition Etching Rag 310gsm
Canson Platine 310gsm
Canson Photo Rag 310gsm
Hahnemühle German Etching 310gsm
Hahnemühle Photo Rag 308gsm

CANVAS

Sihl Luna Canvas Matte

UTILITY

HP Bond 80gsm
HP Heavy Coated 135gsm

PHOTO

Epson Lustre 260gsm
Epson Enhanced Matte 185gsm
Ilford Gloss 310gsm
Ilford Metallic 260gsm

SPECIALTY

Ulano Clear Film (B&W Ink Only)
Ulano Clear Film (Colour Ink)
Photo Tac Repositional Adhesive

6 PRICING AND PAYMENT

Prices follow the current Print Lab price list. General Public pricing applies by default. NAS graduates receive Alumni pricing: tick NAS Alumni on page 1 and give your graduation year. All orders are collected from the Print Lab. Payment is cash on pickup unless arranged beforehand.

Questions? Email printlab@nas.edu.au or call 02 9339 8691 for more information or the latest price list.
Print Lab hours are subject to change. Check the [NAS website](#) for current hours.