

# PCSC Print Services

## General Information

The Photography Club of Sun City is starting a Print Service for Members. Use this from to submit images you want printed, mounted and/or matted by a qualified member of the Club. You will be charged the cost of the print, mounting and matting using posted rates plus a \$1 processing fee.

Members of the Print Service Team will receive requests on-line as indicated below and fill requests. This is a work in progress. Please provide your input and feedback on how the process works for you. Here are the Guidelines and Rules for using this service:

### Basic Rules:

- ❖ Rename each image: “RequestDate-Name-Seq #”  
Example: 20200625-John Burrack-01
- ❖ Images may be submitted on-line via the Club’s Network Attached Server (NAS):
  - NAS URL: <https://pcschh.us1.quickconnect.to>
  - USERNAME: PC Member
  - PASSWORD: pcMpci2015\*
  - Once you get the NAS desktop click on the app called “File Station” this will open a folder called “Printing Service”.
  - Drag and drop the photo or photos to be printed as well as the print request form on to the open folder or click the “Upload” button this will open **File Explorer** on a PC **or Finder** on a MAC. Select the image you want printed.
- ❖ Optionally you may submit requests by leaving a Flash Drive or SD card containing images in the Studio along with a Print Request Form.
- ❖ Complete the top of the Print Request Form and include with image files.
- ❖ When your order is completed you will be notified by phone or e-mail if there are questions and/or when the request is completed and ready for pickup. Orders will be packaged in envelopes.
- ❖ Pay for your order via CA charge or check when you pick up the order.

If you have questions or problems with the process please contact one of us:

John Burrack, [John.Burrack@me.com](mailto:John.Burrack@me.com)

Rich de Asla, [raasla1@gmail.com](mailto:raasla1@gmail.com)

Corky Burt, [corkyburt@gmail.com](mailto:corkyburt@gmail.com)

## PCSC Print Services Request Form

**Request Date (YYYYMMDD):** \_\_\_\_\_

**Contact Info:** Name: \_\_\_\_\_ CA #: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Number of Images: \_\_\_\_\_ Number of Copies of each image: \_\_\_\_\_

Print size: \_\_\_\_\_ 8x10, \_\_\_\_\_ 11x14, \_\_\_\_\_ 16x20 or Custom sized: \_\_\_\_\_ x \_\_\_\_\_

Print Media: Glossy Photo Paper \_\_\_\_\_, Luster Photo Paper \_\_\_\_\_, Canvas Print \_\_\_\_\_

### Mounting and Matting (no canvas at this time):

\_\_\_\_\_ No mounting or matting – package prints for delivery.

\_\_\_\_\_ Dry mount ( Glossy or Luster only) ... Standard Size? 11x14 \_\_\_\_\_, 16x20 \_\_\_\_\_,

Other sizing? (specific details) \_\_\_\_\_

(You will be charged for Full or Half sheet of Kool-Tak)

\_\_\_\_\_ Apply a Mat ...

Size: Standard: Outside 11x14, Image 8x10 \_\_\_\_\_, Outside 16x20, Image 11x14 \_\_\_\_\_

### Charges (To be completed by Print Tech):

	Qty	Rate:	Extended:
Prints (Paper):	_____ 8x10	_____	_____
	_____ 11x14	_____	_____
	_____ 16x20	_____	_____
Other:	_____	_____	_____
Mount Board:	_____ 11x14	_____	_____
	_____ 16x20	_____	_____
Other:	_____	_____	_____
Mat	_____ 11x14	_____	_____
	_____ 16x20	_____	_____
Other:	_____	_____	_____

Packaging & Handling: \$1 for each additional print \$ 1.00  
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**TOTAL Charge:** \_\_\_\_\_