

Omakase-printer-service terms of service

1. The file format we can receive is only **PDF format**.
The file must transform **PDF format** first.
Maximum size of PDF is less than or equal to **200MB**.
2. To log-in at application site, you have to put network account ID & password.
3. We can take up to 4 applications from one person.
4. **One poster needs one application.**
When the title and the main text **consist of different 2 files**, you need to apply **twice**. And when you send PDF file consisted of **multiple pages**, we are just responsible to print the first page only. We **cannot deal with the 2nd page or later**.
5. Cancellation of application **cannot be accepted**.
6. The available size (paper width till 111.8cm) is **concrete**.
7. Actual printing will be done by staff, so please be sure to **fill in the required setting boxes**.
8. We prioritize existing printing service, so it will usually take up to **5 working days** from receiving applications till handing completed posters.
During busy period we may not accept applications, please try it again on a later date.
9. After printing posters, we will send an e-mail of completion.
When you take the completed poster(s), you should bring **the copy of that e-mail** with you.
10. You can pick up the poster(s) at the Library counter in M&D tower 3F from 9am till 9pm on working days. (※notice; **Library staff are not able to make answers about posters**. On a later date you can refer to IT help-desk about posters.)
11. Due to deficiency of the sent file, we cannot accept re-print offer **without fee**.
12. Printing posters from PDF files might cause **slight difference on colors and quality** etc. from original one. We'd appreciate if you can take this into your consideration.
13. Printing fee must be deducted from **faculty budget**, we cannot accept cash or any credit cards.