

# STUDENT DISCOUNT 2014

IMPORTANT INFORMATION – FIVE COSTS ARE INVOLVED;

- 1) **BUREAU TIME**- final file preparations (£35 per hr, minimum 15 minutes)
- 2) **FABRIC**- Please see the costs for over and under 10 meters below
- 3) **PRINTING**- Please see the costs for over and under 10 meters below
- 4) **PACKAGING & POST**- Sent by overnight courier (£9.50 bag/£19 roll)
- 5) **VAT**- Add the government tax of 20% to the total of 4 above costs



## FOR DIGITAL TEXTILE PRINTING

PRICE FOR PRINTING 1-10 METRES ON THE SAME FABRIC - **£19.50 PER METRE** (USUALLY £26 PER METRE FOR NON STUDENTS).  
OVER 10 METRES ON THE SAME FABRIC- **£14.50 PER METRE**.

## PLUS FABRIC COSTS

E&OE January 2014.

FABRIC TYPE	WIDTH	UNDER 10 METRE COST PER METRE			OVER 10 METRES COST PER METRE		
		Fabric Cost	+Print	Total PM	Fabric	+Print	Total PM
<b>WOVEN FABRICS - SILK</b>							
SILK CHIFFON	136 CM	£8.15	£19.50	<b>£27.65</b>	£6.55	£14.50	<b>£21.05</b>
SILK CHIFFON CHECK STRIPE	136 CM	£8.70	£19.50	<b>£28.20</b>	£6.90	£14.50	<b>£21.40</b>
SILK SATIN CHIFFON	136 CM	£9.75	£19.50	<b>£29.25</b>	£8.45	£14.50	<b>£22.95</b>
PAJ	136 CM	£6.90	£19.50	<b>£26.40</b>	£8.70	£14.50	<b>£23.20</b>
SILK ORGANZA	136 CM	£8.70	£19.50	<b>£28.20</b>	£6.90	£14.50	<b>£21.40</b>
SILK HABOTAI	136 CM	£10.25	£19.50	<b>£29.75</b>	£8.95	£14.50	<b>£23.45</b>
SILK HABOTAI SANDWASHED	136 CM	£13.45	£19.50	<b>£32.95</b>	£11.70	£14.50	<b>£26.20</b>
LIGHT CREPE DE CHINE	136 CM	£10.25	£19.50	<b>£29.75</b>	£8.95	£14.50	<b>£23.45</b>
SILK CREPE DE CHINE	136 CM	£12.25	£19.50	<b>£31.75</b>	£10.65	£14.50	<b>£25.15</b>
SINGLE GEORGETTE	136 CM	£9.95	£19.50	<b>£29.45</b>	£8.70	£14.50	<b>£23.20</b>
SILK DOUBLE GEORGETTE	136 CM	£12.75	£19.50	<b>£32.25</b>	£11.10	£14.50	<b>£25.60</b>
SILK TRIPLE GEORGETTE	136 CM	£14.90	£19.50	<b>£34.40</b>	£12.95	£14.50	<b>£27.45</b>
SILK HEAVY CREPE DE CHINE	136 CM	£22.35	£19.50	<b>£41.85</b>	£19.45	£14.50	<b>£33.95</b>
SILK TWILL	136 CM	£12.20	£19.50	<b>£31.70</b>	£10.60	£14.50	<b>£25.10</b>
LIGHT SILK TWILL	136 CM	£9.95	£19.50	<b>£29.45</b>	£8.70	£14.50	<b>£23.20</b>
SATIN AND GEORGETTE STRIPE	136 CM	£9.95	£19.50	<b>£29.45</b>	£8.70	£14.50	<b>£23.20</b>
SILK SATIN	136 CM	£13.10	£19.50	<b>£32.60</b>	£11.40	£14.50	<b>£25.90</b>
SILK HEAVY SATIN	136 CM	£21.75	£19.50	<b>£41.25</b>	£18.90	£14.50	<b>£33.40</b>
LIGHT SILK DUPION	136 CM	£11.55	£19.50	<b>£31.05</b>	£10.00	£14.50	<b>£24.50</b>
HEAVY SILK DUPION	136 CM	£12.90	£19.50	<b>£32.40</b>	£12.90	£14.50	<b>£27.40</b>
<b>SILK MIX QUALITIES</b>							
SILCOTT VOILE (30% silk and 70% cotton)	136 CM	£5.25	£19.50	<b>£24.75</b>	£4.45	£14.50	<b>£18.95</b>
SILCOTT LIGHT SATIN (45% silk and 55% cotton)	136 CM	£6.25	£19.50	<b>£25.75</b>	£5.75	£14.50	<b>£20.25</b>
SILCOTT HABOTAI (35% silk and 65% cotton)	136 CM	£6.25	£19.50	<b>£25.75</b>	£5.75	£14.50	<b>£20.25</b>
SILCOTT HEAVY SATIN (40% silk and 60% cotton)	136 CM	£10.45	£19.50	<b>£29.95</b>	£9.25	£14.50	<b>£23.75</b>
<b>STRETCH FABRICS</b>							
SILK INTERLOCK JERSEY	134 CM	£22.35	£19.50	<b>£41.85</b>	£19.45	£14.50	<b>£33.95</b>
SILK SPANDEX GEORGETTE	136 CM	£12.25	£19.50	<b>£31.75</b>	£10.65	£14.50	<b>£25.15</b>
SILK SPANDEX SATIN	136 CM	£14.00	£19.50	<b>£33.50</b>	£12.15	£14.50	<b>£26.65</b>
POLYAMIDE ELASTINE LYCRA	140 CM	£8.75	£19.50	<b>£28.25</b>	£7.60	£14.50	<b>£22.10</b>
SPANDEX HCDC	136 CM	£22.35	£19.50	<b>£41.85</b>	£19.45	£14.50	<b>£33.95</b>
VISCOSE INTERLOCK JERSEY	132 CM	£12.15	£19.50	<b>£31.65</b>	£10.55	£14.50	<b>£25.05</b>
STRETCH FINE COTTON(97% cotton 3% elast)	140 CM	£8.70	£19.50	<b>£28.20</b>	£6.90	£14.50	<b>£21.40</b>
STRETCH MEDIUM COTTON(97% cotton 3% elast)	140 CM	£8.75	£19.50	<b>£28.25</b>	£6.95	£14.50	<b>£21.45</b>
<b>VISCOSE</b>							
VISCOSE FLAT WEAVE	136 CM	£8.70	£19.50	<b>£28.20</b>	£6.90	£14.50	<b>£21.40</b>
TEXCREPE 80	136 CM	£8.25	£19.50	<b>£27.75</b>	£6.60	£14.50	<b>£21.10</b>
TEXCREPE 145	136 CM	£9.25	£19.50	<b>£28.75</b>	£7.75	£14.50	<b>£22.25</b>
<b>COTTON AND LINEN</b>							
COTTON LAWN	140 CM	£5.45	£19.50	<b>£24.95</b>	£4.70	£14.50	<b>£19.20</b>
COTTON VOILE	140 CM	£5.45	£19.50	<b>£24.95</b>	£4.70	£14.50	<b>£19.20</b>
COTTON POPLIN	140 CM	£6.25	£19.50	<b>£25.75</b>	£5.50	£14.50	<b>£20.00</b>
COTTON DRILL	140 CM	£8.25	£19.50	<b>£27.75</b>	£6.60	£14.50	<b>£21.10</b>
COTTON HALF PANAMA	140 CM	£8.25	£19.50	<b>£27.75</b>	£6.60	£14.50	<b>£21.10</b>
COTTON HOPSACK	140 CM	£8.25	£19.50	<b>£27.75</b>	£6.60	£14.50	<b>£21.10</b>
LINEN OYSTER ( 55% linen and 45% cotton)	138 CM	£9.90	£19.50	<b>£29.40</b>	£8.90	£14.50	<b>£23.40</b>
LINEN OATMEAL ( 55% linen and 45% cotton)	138 CM	£10.90	£19.50	<b>£30.40</b>	£9.90	£14.50	<b>£24.40</b>
<b>SILK/VISCOSE VELVET</b>	136 CM	£13.10	£19.50	<b>£32.60</b>	£11.40	£14.50	<b>£25.90</b>

**BUREAU TIME, DELIVERY & VAT AT 20% ARE NOT INCLUDED IN THE ABOVE PRICES.**

**PLEASE MAKE YOUR DESIGN 135 CM WIDE TO FIT SILKS AND 140 CM WIDE FOR COTTON AND LYCRA**

**PLEASE ALLOW UP TO 20% FOR SHRINKAGE ON STRETCH FABRICS**

Any irregularities and variations in the weave of the stock fabrics are in no way to be considered as defects. They are a characteristic of a natural fibre. Please examine the fabrics carefully before cutting or processing. Direct or indirect claims for any reason whatsoever will not be accepted once the customer, or any party acting upon their instructions, has cut, or processed, the fabric in any way. Claims for any alleged defects, or shortages, must be made in writing within seven days of delivery of the fabric.

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## STUDENT PRICE LIST

### IMPORTANT INFORMATION EXPANDED

Please be aware of all **Five** costs involved for digitally printed artwork

- 1) **BUREAU TIME**- final file preparation for printing (£35 an hour with a 15 min minimum charge for the first file)
- 2) **FABRIC**- Fabric and printing costs are separate, please see price list for over and under 10m costings
- 3) **PRINTING**- Fabric and printing costs are separate, please see price list for over and under 10m costings
- 4) **PACKAGING & POST**- please see below for costings for postage charge variations
- 5) **VAT**- Please add the government 20% tax to the total of the four above costs

An example of costings:

4M Silk Chiffon (1 file)

- 1) 15 minutes **BUREAU TIME**= £ 8.75
- 2) +£8.15 **FABRIC** per metre = 4 x £8.15= £32.60
- 3) + £19.50 **PRINTING** per metre= 4 x £19.50= £78.00
- 4) + **POSTAGE** in a bag= £9.50
- 5) **VAT** at 20%

Fabric- 4M Silk Chiffon				
	Description	Price per metre	Quantity	Total
1	<b>BUREAU TIME- 15 mins</b>	-	1	£8.75
2	<b>FABRIC</b>	£8.15	4	£32.60
3	<b>PRINTING</b>	£19.50	4	£78.00
4	<b>POSTAGE - bag</b>	-	1	£9.50
			<b>Total</b>	<b>£128.85</b>
			5 <b>VAT @ 20%</b>	<b>£25.77</b>
			<b>Grand total</b>	<b>£154.62</b>

## ADDITIONAL INFORMATION

Postage, Packaging & lead times

### POSTAGE

Your completed fabric is sent by overnight courier to guarantee safe and secure arrival. We use TNT who also provide a service to enable your prints to get to you before 9AM, 10.30AM and 12PM. This has an additional fee. If you wish to request an early delivery please contact the main office.

### PACKAGING

We use two types of packaging depending on the amount of printing you have had done. There is no specific meterage to determine whether a bag or roll is used as it also depends on the density and weight of the fabric. Please see below for the costs of packaging

**£9.50**- bag (lighter/ smaller amounts of fabric)

**£19.50**- roll (heavier/ larger amounts of fabric)

### LEAD TIMES

Lead times fluctuate throughout the year but we aim to get all artwork processed and printed within 7-10 business days. More often than not fabric is dispatched earlier than this; it depends on the work load at the time.

## INSTRUCTIONS FOR SAVING IMAGES

Please be aware that your files **must** be prepared in the following format in Photoshop. Your work will be delayed if it is saved in a different format.

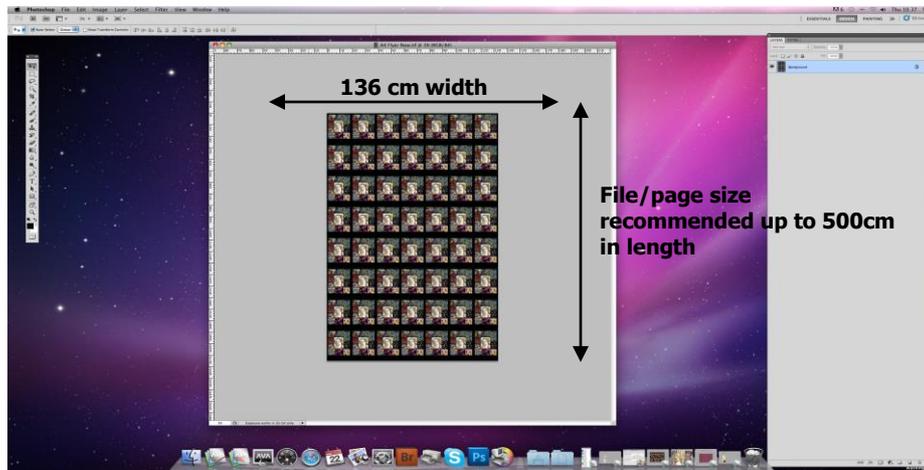
Please save all files onto a **Data pen/ USB stick** saving files in **Photoshop** as follows;

- Flatten images** (if applicable)select→all- layer → flatten image-select→deselect
- RGB**- Image → mode→ rgb colour
- 8 bit** - image → mode → 8 bit channel
- Rotate** files if necessary – see image below.
- Resolution** 180 dpi- image → image size → resolution 180 pixels → inch (NOT centimetres.)
- TIFF**- file → save as → format TIFF
- Naming your file** please give your design a name but do not call it 'Silk Bureau'
- TIFF options**- Image compression → none  
Pixel order → interleaved  
BYTE order → **Macintosh**

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Please make sure your image page is going down your computer screen, **NOT** across;



The above image shows how your design will be printed. Rotation will be needed if your artwork is not designed to portrait specifications. Please ensure that your image is exactly straight before rotating.

To rotate:

Image → Image rotation → 90cw/ ccw (or any other setting you need) (i.e arbitrary = small percentages).

### ILLUSTRATOR & VECTOR FILES

If you are creating designs in illustrator or another vector package such as CorelDraw or Freehand, you will need to export the file as a **TIFF** with the following options;

**RGB, 180 dpi, anti alias off, Macintosh BYTE order.**

### PUTTING DESIGNS INTO REPEAT

If you want us to repeat your design (tile) out to a specified size **make sure the design repeats correctly**. i.e. the right hand side should match exactly where it meets the left and the top should exactly match the bottom. You can check this in Photoshop by using the Pattern Fill Tool.

Follow these simple instructions;

- 1) On your tile at 180 dpi- edit → define pattern- name file→ OK
- 2) Create a new file at least 4 times larger than the repeating tile and at the same resolution 180 dpi- file new
- 3) On this new page go to edit → fill
- 4) Select pattern in the use drop down list and then select your pattern in the custom pattern drop down (it will be at the bottom of the list)
- 5) Your original design will be repeated within the new file and you can zoom in to check the repeat joins. If the design repeats correctly, save the original repeat, saving just one tile with no white border or additional repeats. Any mistakes in the repeating tile will be repeated throughout the width/ length of the fabric. Please do not send in long lengths of one small tile (i.e. if you want 10m of one small tile just send us the small tile and we will repeat across and down the fabric)

### MULTIPLE SMALL IMAGES

If you have a number of small images you want printing, these will need to be dragged and dropped onto a larger page (136cm wide for Silks and wool or 140 for Cottons/ Lycra- we recommend up to 500 cm; any longer makes the file very big to manipulate)

- 1) Make sure all images are saved at 180 dpi
- 2) Make a new large page- file new, width 136cm, height up to 500 cm, resolution 180 dpi (the 180 dpi enables the image to be of correct size)
- 3) Drag and drop your images onto a larger page positioning them so you use the page most economically. We charge for length of fabric used so make full use of the width of the fabric
- 4) When happy with the layout, flatten layers (layer/ flatten image and save)
- 5) Crop off any unused white at the bottom of the page and save again

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### **SAVE IMAGE TO CORRECT FILE SIZE AT 180 DPI**

Please send your work in on a **Data pen/ USB stick** (we will send this back with the fabric). Please check that your files open before sending. Always save at 180 dpi. This dpi is to help with file size and does not affect print quality. We print at 720 dpi- high quality. Also please check print size in Photoshop (view print→ size) to make sure that it will come out the right size when printed. Please note this does **not** necessarily have 100% at the top of the page.

Do **not** send images by 'You Send It' as they will not be processed quickly.

### **NAMING IMAGES/ FILES**

All files/ images need to be named and dated (with your name and either a number &/ or name) i.e Suzie Davies file 1, file 2 etc- or Suzie Davies 'Floral Bunch'. Please do **not** name them as 'The Silk Bureau 1' etc. This is especially important when coming back for more orders at a later date so that we can find the correct file easily on the archive.

Please also remember to save them with the same name on your system.

### **FABRIC DETAILS**

- 1) We can only print onto our stock range of fabrics- these have been pre treated for digital printing
- 2) The minimum length we can print is 1metre
- 3) Silk widths 136cm/ wool 136cm, Cotton widths 140cm/ Lycra width 140cm
- 4) Some stretch fabrics are narrower- please phone the studio for details
- 5) Shrinkage can be up to 10% on some fabrics, however on stretch fabrics it can be up to 20%. Short runs shrink more than longer runs pro rata, however this is not a precise science.
- 6) It is **not** advisable to do placement prints on stretch fabrics due to shrinkage
- 7) Scarves- Please inform us if scarves are your final product

Any irregularities and variations in the weave of the stock fabrics are in no way to be considered as defects. They are a characteristic of a natural fibre. Please examine the fabrics carefully before cutting or processing. Direct or indirect claims for any reason whatsoever will not be accepted once the customer, or any party acting upon their instructions, has cut, or processed, the fabric in any way. Claims for any alleged defects, or shortages, must be made in writing within seven days of delivery of the fabric.

### **SEND CLEAR INSTRUCTIONS CHECKLIST**

- Clear **written instructions** on paper not on the USB
- Which **fabric** you want us to print on and the **amount** you require \*
- Name**
- Delivery address**
- Contact **phone number** ( we have a very busy studio and may need to contact you out of office hours)
- Students only-** a copy of your **Student ID**

\* If you want the design printed on several different fabrics please note that each fabric takes up the dye differently to each which may result in slight colour variations. If you want some on Silk (Acid dye) and some on Cotton (Reactive dye) these will be noticeably different.

### **COLOUR MATCHING**

Due to digital printers being able to print millions of colours and photographic images (as opposed to reducing colours to a very few for screen printing) we do NOT colour match. We have a very sophisticated colour calibration system, which picks up virtually all colours possible. Occasionally there are colours that are not in the colour spectrum of the machine (especially very close tones, or smooth ombre prints).

Please do NOT send in paper printouts of your designs. These can have severe variations to what is going to be printed on fabric.

(Different substrates- paper as opposed to fabric and different dyes- Epson desktop dyes as opposed to our acid/ reactive dyes).

Also please be aware that what you see on your monitor will not necessarily be what we see on ours. Our monitors are calibrated to our printers very precisely and your monitors are not (if you go into any TV shop you will see all the screens display differently).

### **WORK FLOW**

We will print your work as soon as possible after receiving your USB. During busy periods this can take up to 7-10 working days. If images are not sent in the right format or files are corrupted for any reason this will delay printing. Please plan ahead!

### **PAYMENT & DELIVERY**

Please refer to pricelist's important information document to work out costing. There are five costs involved.. Once fabric is ready we will phone you for your credit/debit card details. We will then post your work the same day by courier (bags £9.50 and rolls £19.00). There is an extra charge for before 9.00am, 10.30am and 12.00am.

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