

WATERLOO ARCHITECTURE

Self-Plotting Service Agreement

By using self-plotting at the University of Waterloo - School of Architecture, you agree to the following terms:

1. Self-plotting is a service that ACM provides for students, staff and faculty to enable flexible plotting times during and outside ACM operating hours. Self-plotting is done by printing to the appropriate plotter print queue and releasing via WPrint only.
 - a. Any use outside of intended use may result in a misprint with no refund or penalty.
2. Plotter should not be altered in any way [CLICK HERE](#) to reference additional information regarding the University of Waterloo's Guidelines on use of Waterloo computing and network resources
 - a. If the plotter needs to be serviced (Out of paper, ink, jam, etc..) contact an ACM representative or after-hours support.
 - b. It is important to note that support for replenishment of supplies; i.e. ink or paper is available up to 10pm.
3. Your plot file must be:
 - a. In imperial measurements (not metric)
 - b. In .pdf format
 - c. [Flattened](#)
4. No 3rd party paper will be allowed for use with self-service plotting. Contact ACM staff during regular hours, 8:30am – 4:30pm Mondays to Friday to inquire further.
5. Self-service plotting will be offered in two sizes (*Price subject to change*):
 - a. 36-inches x 24- inches for \$4/sq ft or \$24.00(\$27.12 w/tax)
 - b. 36-inches x 48-inches for \$4/sq ft or \$48(\$54.24 w/tax)
 - c. All other plots not meeting this criteria is to be submitted to ACM staff for output during regular hours, 8:30am – 4:30pm Mondays to Friday
6. Refunds will only be facilitated within 7 days of original print. Note that your original print must be presented to ACM staff for review and approval of refund.