

Glowforge Request Form

Name: _____ Phone Number: _____

Email Address: _____

Commercial use of any Makerspace equipment is prohibited.

About Your Project:

Projects must fit on the material purchased or provided.
Files must be submitted in JPEG, PNG, SVG or PDF format.

Please Note: If any changes need to be made for the item to cut or engrave properly, you will be called to pick up your flash drive and make those changes before the request can be completed.

Is this an original design? Yes____ No____
If No, do you have permission to print the design? Yes____ No____
Have you provided your own proof grade material? Yes____ No____

Cost:

Starting fee of \$2.00, plus \$0.10 per minute, rounded to the nearest minute.
[Note: The library cannot cut sheets. When purchasing the material, you will be purchasing the entire sheet.]

Material for Purchase Price List:

| | |
|----------------------------------|-----------------------|
| Hardwood -- \$10.00 | Acrylic -- \$6.00 |
| Leather & Leatherette -- \$10.00 | Draft board -- \$4.00 |
| Plywood -- \$5.00 | Cardboard -- \$1.00 |

Project Information:

File Name: _____ Printing Material: _____ Price: _____

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Acknowledgement of Glowforge Policies:

- ☐ You may take photos of my object or archive the file use in marketing, publications, or sharing with others.
- ☐ I understand that library staff will not resize, adjust, or manipulate my file in any way prior to processing my project. All changes to file to ensure it prints properly is my responsibility.
- ☐ I have read and agree to the library's Makerspace policies and certify that I have intellectual property rights to authorize reproduction.

Signature: _____ Date: _____ Total Price: _____