

MAKERBOT **CONTRACT**

SUBMISSIONS

Only submit ONE print request at a time. Additional requests should not be submitted until the previous request is finished. For multi-part models (that are assembled to create one finished design) please organize the files together into a folder for the setup process.

FILE APPROVAL

This 3D printing service is limited to Southeast students, faculty and staff. All submissions are subject to approval based on scheduling and availability. Files will be printed in the order that they are approved, not the order that they are submitted. **To prevent excessive wear on the printers, jobs exceeding a print time of 12 hours will not be printed.** Please note that due to the number of requests that we receive each day we are not able to print more than one project per student at a time. Multiple orders from one student will be staggered in our print queue. **We reserve the right to decline any print request for any reason.**

QUALITY

Items printed on the MakerBot may have small surface defects such as bumps or holes. Finished 3d prints are very accurate. However, we do not guarantee any precise tolerances on fitting of multi-part objects.

SUPPORT MATERIAL

Some objects require support material to be printed, especially objects with large overhangs. Other designs may require a raft support at the base of the model. These materials can be easily removed, but you are responsible for removing them. **Our staff will not remove the support material for you.**

COST

For each job, a \$3 setup fee will be assessed. There will also be a cost for the material used billed at \$0.05/gram. These fees will be added to your University account.

ESTIMATE

These figures are only estimates. The final cost, weight and time may be higher or lower than the quote below. Please note that you will be billed for the final weight, whether or not you pick up your print job.

_____	_____
<i>Date of 3D File Submission</i>	<i>Estimated Weight</i>
_____	_____
<i>Description</i>	<i>Estimated Charge</i>
_____	_____
<i>Filament Color</i>	<i>Estimated Time of Completion</i>
_____	_____
<i>Employee Initials</i>	<i>File Name</i>

My signature below indicates that I have read and agree to the above terms for 3D printing.

_____	_____
<i>Name (Please Print)</i>	<i>SO Number</i>
_____	_____
<i>Signature</i>	<i>Southeast E-mail</i>

**Heather MacDonald Greene
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