



PRINT CLAN CUSTOMER WELCOME PACK

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Welcome to Print Clan!

In this pack you'll find everything you need to get started at the Print Clan Studio. Please read through and return the signed and completed forms to the Print Clan Team.

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If you have any questions please feel free to contact one of our friendly Print Clan team through our email address: hello@printclan.co.uk

For all technical enquiries please contact our Studio Director Arianna Mele:
arianna@printclan.co.uk / 07952264180

If you have any questions please let a staff member know - we are always happy to help!



1. PRINT CLAN CUSTOMER TERMS & TARIFFS

We offer annual membership that costs £50 for new members and £25 for renewing members. The first time membership fee includes an induction which you must have prior to using the facilities, to ensure you are familiar with the space and equipment. Once you are fully inducted you can book time in the studio, and will have access to all of our equipment. Membership and time in the studio can be booked and paid for via our website. Please note that we do not accept cash at the studio.

FIRST TIME MEMBERSHIP & STUDIO INDUCTION - £50

During your induction session you will be shown how to:

- Coat a screen
- Use our exposure unit
- Use our wash out unit for degreasing, removing stencils and washing your screens

The session includes the opportunity to prepare a screen using your artwork, and create a sample print. Please feel free to bring along the artwork you would like to use on the day.

- Once you have attended your induction, we will ensure that you are trained to use any new equipment that we acquire over a one year period from the induction date.
- We will contact you in advance when your annual membership is coming to an end, and offer you a chance to renew it for £25.
- We retain the right to charge you a revised membership fee as the studio grows and offers more services.
- Membership is not available to anyone under the age of 16.

DAILY TABLE HIRE - £25

Daily hire price includes one screen of your choice (sizes available up to A2) and squeegee. If you want to coat or expose more than one screen on the day they are available at the following rates:

- A4 screen : £5
- A3 screen : £10
- A2 screen : £15
- A1 screen : £20

These can be paid for in advance or on the day via our online shop. If you would like us to prepare the screen for you we can do so either in advance or during your booking, for an extra £5. Full use of our exposure unit and wash out area are included. We supply degreaser, stencil remover and emulsion. Daily hire is from 11am - 5pm on Mondays, Tuesdays, Thursdays and Fridays. Flexible hours are also available.

ONE-TO-ONE TUITION - £25 PER HOUR

We offer one-to-one tuition at an hourly rate. These sessions are tailored to suit the personal requirements of each printer. We can help to answer technical questions relating to a range of textile printing projects, and propose solutions where possible.

SCREEN PREPARATION - FROM £15

This service is offered for non-members who have their own screens and require use of the exposure unit or emulsion but want to print at home. We will print your completed artwork onto tracing paper, then coat and expose the screen with your artwork. Please send us your artwork as a PDF file.

A4 screen: £15.00

A3 screen: £17.50

A2 screen: £25.00

PRINTING YOUR ARTWORK

Your positives should be printed in black onto tracing paper or acetate. We have an Epson printer at the studio which you can use to print positives up to A3. For larger positives we recommend printing them at Merchant City Print (High Street) or Glasgow Print Studio (Trongate).

Please follow these guidelines when preparing your artwork:

- Save artwork in CMYK, PDF format only as 100% black.*
- If there are multiple colours please send the layers as separate files.
- Please send your artwork via We Transfer or Dropbox to arianna@printclan.co.uk.

*In Photoshop the colour picker is made up of 4 colours: C: 75% M: 68% Y: 67% K: 100%, meaning that when it is printed, each of the 4 process colours is combined to make up the black.

Ignoring pantone colours, when we want 100% black in a document (for example in Illustrator) we set the following colours: C: 0% Y: 0% M: 0% K:100%. It isn't as 'black' as Photoshop black, but it is by definition 100% black.

ARTWORK PREPARATION SERVICE - £15

If you need help to prepare your artwork so that it's ready to create a screen we offer an artwork preparation service. We can edit artwork in a variety of file formats including Adobe Photoshop, Illustrator and Acrobat to ensure you get the best result from your exposed screen. Please note this service is charged by the hour.

SCREEN RENTAL - FROM £6

Extra blank screens are available up to A2 and can be rented at the following rates:

- £6 per day, per screen
- £12 per month, per screen

A rented screen is your responsibility whilst signed out to you. Please let a member of Print Clan know when you want to return the screen. Once returned, if screens are damaged, you will be required to pay the cost of a re-stretch.

BOOKING TERMS & CONDITIONS

- All table hire fees are to be paid via the website booking system prior to arrival at the studio.
- Cancellations need to be made at least 7 days before your booking.

- Any cancellations made within this timeframe will be refunded in full, or can be transferred to a new date.
- Please note that cancellations made fewer than 3 days before the start of your booking will incur a 20% penalty fee, which can be paid for via our website. Cancellations made less than 24 hours before the start of your booking will incur a 40% fee, as we are often unable to fill these at such short notice. As a small studio with limited capacity cancellations have a big impact on our staff and finances.
- Print Clan retain the right to close the studio on any day within 24 hours notice.

STUDIO ACCESS TIMES

Monday 11am - 5pm

Tuesday 11am - 5pm

Thursday 11am - 5pm

Friday 11am - 5pm

Flexible times are available outside of these hours - just email us and we'll try to accommodate you.



2. STUDIO PRACTICE RULES & REGULATIONS

GENERAL

Please keep your workspace tidy and return the equipment to its designated section. This benefits all studio users.

All personal belongings need to be stored in designated areas - nothing loose can be left in the studio. If you need extra storage please enquire with a member of the team.

Customers are responsible for the safety of their own belongings whilst using the studio. Print Clan accepts no responsibility for personal belongings left on the premises. Please ensure you take your belongings with you when you leave.

Please factor clean up time into your booked slot. Print Clan may have to charge a cleaning fee to members who do not clean up properly after using the studio.

Please report any damaged or faulty equipment of Print Clan immediately. We reserve the right to charge individuals for any damage caused.

Follow Health & Safety guidelines (set out below and at induction session) when using the workspace, and work in a safe and controlled manner at all times.

You are welcome to use our kitchen facilities, which include a kettle, coffee machine, fridge and sink. Please clean and wash up after yourself, and don't leave behind food in the fridge!

Before leaving the studio you are responsible for making sure that:

- Any equipment you were using is correctly switched off and returned to its designated place
- All hairdryers and irons are unplugged
- All rubbish has been disposed of properly

EQUIPMENT USAGE

We provide degreaser (blue bottle) and stencil remover (black bucket) to members. They are located in the washout booth. If they need a refill, please ask a staff member.

Please wipe frames with a clean cloth.

Please be aware of other members' coated screens, and don't put wet dripping frames over them.

To prevent congestion in the drying cabinet, remove dry frames and put them away neatly for safety.

Please use the mop to dry the floor after making it wet.

Please clean, dry, and put away coating troughs, squeegees, and spatulas when you have finished with them.

MATERIALS AND TABLE

It is compulsory to use backing cloth on the printing table. You can bring your own but please make sure it is heavy weight. We sell backing cloth at £5.54 per metre. If Print Clan's backing cloth gets damaged you may be charged for its replacement.

You are welcome to bring and use your own print supplies, but we do stock a range of products which you can purchase such as pins, tape, inks, binders and screens. Please weigh the binder you need using the scales at the studio.

We have now moved to an online shop system for materials. Please buy all materials such as binder and pigments online before the start of your booking. You can buy additional materials online during the session.

Although the studio has some irons and hairdryers, when the studio is busy you may need to share them with other customers.

Do not leave hairdryers or irons on or unattended for large amounts of time.

Please try to be considerate of other customers when using the space.



3. HEALTH & SAFETY

If you have any health conditions or if you are pregnant, please let a member of staff know so that we can advise on recommended precautions.

Strictly no smoking anywhere in the studio, including at the front door.

Instructions on how to safely use equipment will be given during your induction, and are visible around the studio for you to check. Please follow these at all times, and ask a member of staff if you are ever unsure.

Some equipment and materials used in the studio are classed as hazardous. Please use these products with extra caution as they may be harmful to your health, and wear suitable PPE when doing so. We provide dust masks for work with powders and filter masks for working with chemicals, as well as rubber gloves.

Improper or unsafe use of such materials is unacceptable, and Print Clan cannot be held liable for any damage or injury as a result of this.

Suitable clothing must be worn when working in the studio. Open-toe shoes such as sandals are not allowed. Long hair should be tied back.

First aid kits are available on site. Please immediately alert a member of Print Clan if medical attention is required.

We have one fire exit on site, located through the front door. In the event of a fire please raise the alarm, safely evacuate the building and do not re-enter the premises until advised that it is safe to do so.



4. CUSTOMER CONTRACT

I have read and understood all of the above Terms & Conditions.

I agree to work in a safe and controlled manner, and to follow the rules and regulations set out in this agreement.

I understand that failure to comply with Print Clan rules may lead to a termination of membership.

Name: _____

Preferred Pronouns: She/Her He/Him They/Them Prefer not to say

Signed: _____

Date: _____

Tick this box if you would like to sign up to our mailing list*:

*Print Clan will send you studio updates from time to time. We will never share your email address with third parties.

Emergency Contact Name: _____

Emergency Contact Number: _____

Please return this page to the email address, or hand it in to a member of the Print Clan team.