



Our team is committed to providing you with, and delivering, the best possible prints as quickly as possible. To aid us in this process, we invite you to review our guidelines below:

- For best results, always use high quality originals without scratches or blemish;
- Files will be accepted 24 Hours a Day, 7 Days a Week;
 - Deliveries will be made Monday thru Friday 8:00 am to 5:00 pm;
 - Same Day Delivery is available for qualifying orders;
 - Next day delivery is available for orders placed before 11:00 am (for Denver and surrounding areas);
- We prefer submissions in PDF format, however;
 - We also accept CAL-G4, DWF, JPG, PDF-A, and TIFF files in RGB or CMYK;
 - Additional file formats may be considered on a case-by-case basis but may be subject to an additional surcharge;
 - Roche Plans is not liable for verifying the accuracy of scaled drawings. Orders will be complete as requested;
- At this time, we can accommodate print width up to 36" and print length is unlimited;
 - We specialize in the standard US architectural (ARCH) and engineering (ANSI) drawings in full and half sizes;
 - Additional sizes will be considered on a case-by-case basis but may be subject to an additional surcharge;
- Be thorough when completing the online form especially relating to size, quantity, deadline, and delivery. We require:
 - Customer Name or Business:**
 - Number of Sets:**
 - Size (i.e., 18"x24", 24"x36", etc.):**
 - B&W or Color:**
 - Binding (Loose, Stapled, Sticks, Posts):**
 - Desired Delivery Date:**
 - Delivery Address:**
 - Special Instructions:** *Example: Please print specs, addenda 1 & 2 and drawings located in this link – www.rocheconstructors.com*
- Additional charges will apply for and changes made after original request has been processed;
- Payment is due before delivery unless account has been previously established;
 - Our goal is to provide you with an expedient and satisfactory turn-around. However, Roche Plans will not be liable for any financial loss related to delivery deadlines.

We realize you have many options for large format printing. Thank you for trusting Roche Plans with all your printing needs!