printfx ORDER FORM

3 EASY STEPS
1. Enter Personal Info
2. Enter Job Info
3. Signature

Job Number: _____

CHECK
RUSH JOBS ☐
ADDITIONAL CHARGE

GRAND TOTAL: $ _____

Date Received: _____ / _____ / _____   Time Received: _____:____   New Time: ____:____

Received by: _____   Worked by: _____   Qc'd by: _____

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INKJET SHEETS

PREMIUM PORTFOLIO QUALITY

1

LAST:_____   FIRST:_____   PHONE:_____

○ STUDENT   ○ STAFF   ○ FACULTY

MAJOR:_____   INSTRUCTOR'S LAST NAME:_____

○ DEPARTMENT HEAD

2

Choose paper size & type (1/4" uneven border around paper. No borderless printing.)

No Borderless Printing. 1/4" Border on all sides

BEST OPTION FOR OVERSIZED ARTWORK

	PAGE RANGE	# OF COPIES	TOTAL PAGES	Resize to Fit	Orientation?		Add Trim Marks?	8.5x11 $5.00	13x19 $7.00	17x22 $10.00	Epson Matte	Epson Luster	Epson Glossy	Epson Watercolor 13x19 only - $7.00
1. _____	—	ea		○	○	○	○	○	○	○	○	○	○	
FILE NAME & FILE TYPE 2._____	—	ea		○	○	○	○	○	○	○	○	○	○	
3._____	—	ea		○	○	○	○	○	○	○	○	○	○	
4._____	—	ea		○	○	○	○	○	○	○	○	○	○	
5._____	—	ea		○	○	○	○	○	○	○	○	○	○	
6._____	—	ea		○	○	○	○	○	○	○	○	○	○	
7._____	—	ea		○	○	○	○	○	○	○	○	○	○	

TOTAL PRINTS: ☐

3

By submitting this order form to PrintFX and Fablab, I agree that this form is filled out to the best of my knowledge, and that PrintFX accepts my media with no responsibility for any damages or loss incurred. PrintFX will provide color consistency to the best of their ability. PrintFX is not responsible for exact color matching. FIT is not responsible for the policies of the PrintFX. Policies and services subject to change without notice. I have read and understand these disclaimers.

Customer Notified: Initials _____ Time _____ Date _____
○ Spoke to customer   ○ Voice Mail   ○ Email   ○ Unreachable

Problem: ○ Missing Paper Type/Size   ○ File size doesn't match paper size
○ File missing/won't open   Other:_____

Solution: ○ Reprint with new instructions   ○ Print anyway   ○ Cancel Job
○ New file on USB   ○ New file send to: pfxorder@fitnyc.edu

FIT State University of New York

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