

# CUSTOM BUTTON PINS

PREMIUM PORTFOLIO QUALITY

printfx

## ORDER FORM

### 2 EASY STEPS

1. Enter Personal Info
2. Enter Job Info

Job Number: \_\_\_\_\_

RUSH JOBS  
ADDITIONAL CHARGE

CHECK

GRAND TOTAL: \$ \_\_\_\_\_

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Received: \_\_\_\_:\_\_\_\_:\_\_\_\_ New Time: \_\_\_\_:\_\_\_\_:\_\_\_\_

Received by: \_\_\_\_\_ Worked by: \_\_\_\_\_ Qc'd by: \_\_\_\_\_

STAFF ONLY

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LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ PHONE: \_\_\_\_\_

STUDENT  STAFF  FACULTY

MAJOR: \_\_\_\_\_ INSTRUCTOR'S LAST NAME: \_\_\_\_\_

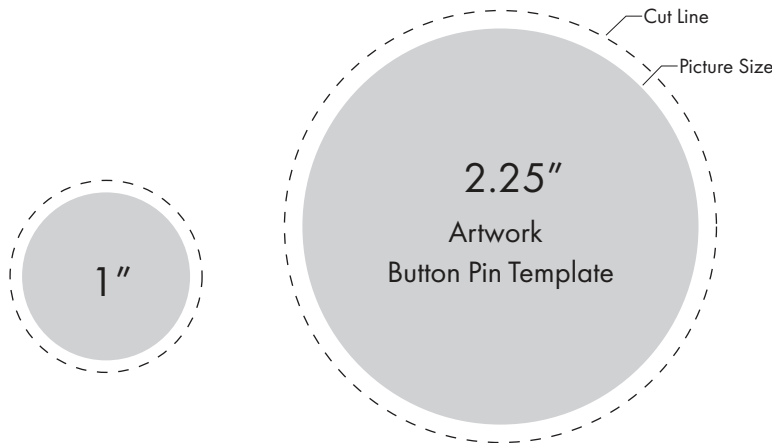
DEPARTMENT HEAD

2

File Requirements:

### 1" & 2.25" Button Pin Template PSD File

- 1" (25 Pins) 8.5x11 template PSD file
- 2.25" (10 Pins) 8.5x11 template PSD file



Price includes printing onto matte paper

### Button Pins

Check one. MAXIMUM 25 BUTTON PINS PER JOB. \*Jobs can be declined at the discretion of PrintFX Management.

- (x5) 1" - \$3.50
- (x10) 1" - \$5.50
- (x25) 1" - \$12.00
- (x5) 2.25" - \$5.00
- (x10) 2.25" - \$8.50
- (x25) 2.25" - \$21.00

Download our Adobe Photoshop Button Pin Templates:  
<https://www.fitnyc.edu/printfx/services.php>

3 Business Day Turnaround Time

STAFF ONLY

Customer Notified: Initials \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_  
 Spoke to customer  Voice Mail  Email  Unreachable

Problem:  File missing/won't open  Other: \_\_\_\_\_

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

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