

LASER PRINTS

BUDGET PRESENTATION QUALITY

printfx

ORDER FORM

2 EASY STEPS

1. Enter Personal Info
2. Enter Job Info

Job Number: _____

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

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

RUSH JOBS CHECK
ADDITIONAL CHARGE

GRAND TOTAL: \$ _____

STAFF ONLY

printfx

Laser Prints are NOT color accurate! | Expect darker results |

1 LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

STUDENT STAFF FACULTY
 DEPARTMENT HEAD

No borderless printing, please add 1/8" margin to all sides of your artwork

Select Paper Size

Select Paper Type

2

- No Borderless Printing. 1/8" Border on all sides
- Not color accurate

BEST OPTION FOR OVERSIZED ARTWORK
Resize to Fit

Orientation? Portrait Landscape

Add Trim Marks?

1. FILE NAME & FILE TYPE	PAGE RANGE	# OF COPIES	TOTAL PAGES	Orientation?				8.5x11 \$1.00/Sheet		12x18 \$2.00/Sheet		Matte	Glossy	Matte Cardstock Additional \$1.00/Sheet		Glossy Cardstock Additional \$1.00/Sheet		Transparency 8.5x11 only \$3.00	PNP Film \$2.5/Sheet
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
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	—	ea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL PRINTS:				<input type="text"/>															

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