

# ORDER FORM

**2 EASY STEPS**  
 1. Enter Personal Info  
 2. Enter Job Info

Job Number: \_\_\_\_\_ **RUSH**  **GRAND TOTAL: \$** \_\_\_\_\_  
 Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Received: \_\_\_\_:\_\_\_\_:\_\_\_\_ New Time: \_\_\_\_:\_\_\_\_:\_\_\_\_  
 Received by: \_\_\_\_\_ Worked by: \_\_\_\_\_ Qc'd by: \_\_\_\_\_

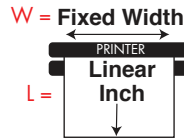
**INKJET POSTERS** PREMIUM PORTFOLIO QUALITY

**1**

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 MAJOR: \_\_\_\_\_ INSTRUCTOR'S LAST NAME: \_\_\_\_\_  
 STUDENT  STAFF  FACULTY  
 DEPARTMENT HEAD

**2**

**1/4" UNEVEN BORDER AROUND PAPER - NO BORDERLESS PRINTING - 6" LENGTH MINIMUM CHARGE**



	PAGE RANGE	# OF COPIES	Resize to Fit	Add Trim Marks?	24" Roll		44" Roll		60" Roll (Luster / Glossy)		64" Roll (Matte Only)		Epson Matte	Epson Luster	Epson Glossy	Matte	Posterboard 24" x30"
					\$0.85/Linear Inch	\$1.50/Linear Inch	\$2.00/Linear Inch										
1. _____ FILE NAME & FILE TYPE	—	ea	<input type="radio"/>	<input type="radio"/>	<u>  X  </u> W L	<u>  X  </u> W L	<u>  X  </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. _____	—	ea	<input type="radio"/>	<input type="radio"/>	<u>  X  </u> W L	<u>  X  </u> W L	<u>  X  </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. _____	—	ea	<input type="radio"/>	<input type="radio"/>	<u>  X  </u> W L	<u>  X  </u> W L	<u>  X  </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. _____	—	ea	<input type="radio"/>	<input type="radio"/>	<u>  X  </u> W L	<u>  X  </u> W L	<u>  X  </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. _____	—	ea	<input type="radio"/>	<input type="radio"/>	<u>  X  </u> W L	<u>  X  </u> W L	<u>  X  </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**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  Artwork too big  File missing/won't open

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

OTHER: \_\_\_\_\_