

LASER PRINTS

BUDGET PRESENTATION QUALITY

printfx

printfx

ORDER FORM

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

Job Number: _____
 Date Received: ____/____/____ Time Received: ____:____:____
 Received by: _____ Worked by: _____ Qc'd by: _____

RUSH JOBS CHECK
 ADDITIONAL CHARGE

GRAND TOTAL: \$ _____

STAFF ONLY

1 LAST: _____ FIRST: _____ PHONE: _____
 MAJOR: _____ INSTRUCTOR'S LAST NAME: _____
 STUDENT STAFF FACULTY
 DEPARTMENT HEAD

No borderless printing - 1/8" uneven borders around all sides of print. Prints not color accurate. **Select Media Size** **Select Media Type**

LIST FILE NAME(S) & TYPE (ex. pdf; jpg, etc.)	PAGE RANGE	# OF COPIES	TOTAL COPIES	Resize to Fit <input type="checkbox"/> Orientation <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape <input type="checkbox"/> Add Trim Marks <input type="checkbox"/>	8.5x11 \$1.00/Sheet		12x18 \$2.00/Sheet		Matte	Glossy	Matt Cardstock Additional \$1.00/Sheet		Glossy Cardstock Additional \$1.00/Sheet		Transparency 8.5x11 sheet / \$3.00	Transparency 12x18 sheet / \$4.00	PNP Film \$2 / Sheet
1.		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"/>	
2.	—	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"/>	
3.	—	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"/>	
4.	—	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"/>	
5.	—	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"/>	
6.	—	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"/>	
7.	—	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"/>	

TOTAL PRINTS:

3 By submitting this order form to PrintFX / FabLab, I agree that it's completed 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 PrintFX. Policies and services subject to change without notice.

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