

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: _____

GRAND TOTAL \$

price doubled for RUSH

Date / Time OFF HOLD:

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

No borderless printing. 1/8"-1/4" uneven borders around all sides of print. Prints are not color accurate.

Select Media Size Select Media Type

LIST FILE NAME(S) & TYPE (ex. pdf; jpg, etc.)	PAGE RANGE	# OF COPIES	TOTAL COPIES	Orientation			Media Size		Media Type					
				Portrait	Landscape	Add Trim Marks	85x11 \$1,000/Sheet	12x18 \$2,000/Sheet	Matte Plain	Glossy Plain	Matte Cardstock Additional \$1,000/Sheet	Glossy Cardstock Additional \$1,000/Sheet	Transparency Additional \$2,000/Sheet	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"/>
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"/>
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"/>
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"/>
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"/>
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"/>
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"/>

TOTAL PRINTS: _____

By submitting this form, you agree that it has been completed to the best of your knowledge and that PrintFX will provide color consistency to the best of their ability. PrintFX is not responsible for exact color matching. Policies & services subject to change without notice. FIT is not responsible for the policies of PrintFX.

Customer Notified Initials _____ Time _____ Date _____
Issue: (circle) Missing Paper Type or Size File / paper size discrepancy **Solution:** (circle) Reprint with new instructions Print anyway Cancel job
 (circle) Spoke to customer Voice Mail Emailed Unreachable File missing or won't open Expect new file

Issue / Other details: _____

STAFF ONLY