

BUDGET PRESENTATION QUALITY POSTERS



ONLINE ORDER FORM

3 EASY STEPS
 1. ENTER PERSONAL INFO
 2. ENTER JOB INFO
 3. SIGNATURE

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

GRAND TOTAL: \$ _____
 COMPLETED/CUSTOMER NOTIFIED:
 V.M. SPOKE TO CUSTOMER
 UNREACHABLE



1 LAST: _____ FIRST: _____ PHONE: _____ ARE YOU: STUDENT STAFF
 MAJOR: _____ INSTRUCTOR'S LAST NAME: _____ FACULTY DEPT HEAD

www.fitnyc.edu/library/printfx Room D529A 212 217.5470 M-Th 9am-7pm; F 9am-6:30pm

2 A. WHERE ARE YOUR FILES? on campus GFX100 access only WEBFILE UPLOAD PRINTFX

B. WHAT IS YOUR FOLDER NAME? _____

C. LIST YOUR FILE NAME(S) & TYPE:

	Page Range	# of copies	Total pages	Fit to Page?	Add Trim Marks?	COLOR *1/4" border around paper. No borderless printing. 36" width roll * \$.42 per linear Inch	B&W 36" width roll * \$.20/ linear Inch	Subtotal
1.	-	ea		<input type="radio"/>	<input type="radio"/>	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	
2.	-	ea		<input type="radio"/>	<input type="radio"/>	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	
3.	-	ea		<input type="radio"/>	<input type="radio"/>	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	
4.	-	ea		<input type="radio"/>	<input type="radio"/>	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	
5.	-	ea		<input type="radio"/>	<input type="radio"/>	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	
6.	-	ea		<input type="radio"/>	<input type="radio"/>	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	
7.	-	ea		<input type="radio"/>	<input type="radio"/>	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	
8.	-	ea		<input type="radio"/>	<input type="radio"/>	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	Paper length? _____ <input type="radio"/> Bond <input type="radio"/> Vellum	

3 I agree that this form is filled out to the best of my knowledge, and that Print FX accepts my media with no responsibility for any damages or loss incurred. Print FX will provide color consistency to the best of their ability. Print FX is not responsible for exact color matching. FIT is not responsible for the policies of the Print FX. Policies and services subject to change without notice. I have read and understand these disclaimers.

Signature _____

RESET

Budget Poster total: _____

Customer Notified _____ Problem _____ Date _____
 Resolved/Wait for new file _____ Resolved/Repeat with new instructions _____ Time _____
 Resolved/Print anyway _____ Cancel job _____