

ORDER FORM

3 EASY STEPS

1. Enter Personal Info
2. Enter Job Info
3. Signature

Job Number: _____

RUSH JOBS CHECK
ADDITIONAL CHARGE

GRAND TOTAL: \$ _____

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

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

STAFF ONLY

BOOK BINDING

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

- STUDENT
 STAFF
 FACULTY
 DEPARTMENT HEAD
 ALUMNI

\$3.00 Per Book	Wirebind Color	Cover \$1.50 Each	8.5x11 Size Only	Orientation (Maximum binding length 11 inches)
First Book	<input type="radio"/> White	Front	Back	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	<input type="radio"/> Black	<input type="radio"/> Clear	<input type="radio"/> Clear	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	<input type="radio"/> Silver	<input type="radio"/> Black	<input type="radio"/> Black	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Second Book	<input type="radio"/> White	Front	Back	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	<input type="radio"/> Black	<input type="radio"/> Clear	<input type="radio"/> Clear	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	<input type="radio"/> Silver	<input type="radio"/> Black	<input type="radio"/> Black	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

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.

TOTAL

Customer Notified: Initials _____ Time _____ Date _____ Problem: _____ Solution: _____ Signature _____

- Spoke to customer
 Voice Mail
 Email
 Unreachable