

Form valid  
Spring 2026

# BUDGET POSTERS

BUDGET QUALITY

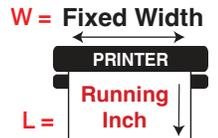


## Part 1 Contact Info

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 MAJOR: \_\_\_\_\_ INSTRUCTOR'S LAST NAME: \_\_\_\_\_

- STUDENT  
 STAFF  
 FACULTY  
 DEPARTMENT HEAD

**No borderless printing.**  
 1/4" uneven borders around all sides of print.  
 6" LENGTH MINIMUM CHARGE



## Part 2 Order items

Listed File Name(s) must match uploaded files (e.g: design1.jpg)	Budget Poster 36" Roll		Resize To Fit Paper	Add Trim Marks	FILE PAGE RANGE	FILE SIZE	# OF COPIES
	Color Inkjet Printer \$0.75 / Running Inch	B&W Toner Printer (best for line images) \$0.35 / Running Inch					
1.	<input type="checkbox"/> Color Bond	<input type="checkbox"/> Bond <input type="checkbox"/> Vellum			page page - - - - -	$\frac{X}{W \quad L}$	
2.	<input type="checkbox"/> Color Bond	<input type="checkbox"/> Bond <input type="checkbox"/> Vellum			page page - - - - -	$\frac{X}{W \quad L}$	
3.	<input type="checkbox"/> Color Bond	<input type="checkbox"/> Bond <input type="checkbox"/> Vellum			page page - - - - -	$\frac{X}{W \quad L}$	
4.	<input type="checkbox"/> Color Bond	<input type="checkbox"/> Bond <input type="checkbox"/> Vellum			page page - - - - -	$\frac{X}{W \quad L}$	
5.	<input type="checkbox"/> Color Bond	<input type="checkbox"/> Bond <input type="checkbox"/> Vellum			page page - - - - -	$\frac{X}{W \quad L}$	

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 or sizing. PrintFX is also not responsible for keeping a copy of your digital files. Policies & services subject to change without notice. FIT is not responsible for the policies of PrintFX. (See PrintFX website policy page)

TOTAL PRINTS: \_\_\_\_\_

## STAFF ONLY

Job Number: \_\_\_\_\_ PAGE TOTAL: \$ \_\_\_\_\_ PAGE TOTAL: \$ \_\_\_\_\_  
 Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Received: \_\_\_\_\_ PAGE TOTAL: \$ \_\_\_\_\_ PAGE TOTAL: \$ \_\_\_\_\_  
 Received by: \_\_\_\_\_ Worked by: \_\_\_\_\_ Qc'd by: \_\_\_\_\_

**JOB TOTAL \$** \_\_\_\_\_

DEPARTMENT RUSH(price doubled)\$ \_\_\_\_\_

**ON HOLD**

### Customer Notified

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Time on Hold: \_\_\_\_\_  
 Initials: \_\_\_\_\_

(Circle:)  
 Spoke to Customer  
 Voice Mail  
 Emailed  
 Unreachable

### Issue:

(Circle:)  
 Missing Paper Type or Size  
 File / paper size discrepancy  
 File missing or won't open  
 No space for margins  
 Awaiting Approval

**OFF HOLD**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Off Hold?: \_\_\_\_\_  
 Solution: (circle)  
 Reprint W/ New Instructions  
 Resize To Fit  
 Print anyway  
 Expect new file  
 Cancel Job

Department job Approved