

CUSTOM BUTTON PINS

PREMIUM PORTFOLIO QUALITY

printfx

ORDER FORM

2 EASY STEPS

1. Enter Personal Info
2. Enter Job Info

Job Number: _____

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

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

RUSH JOBS
ADDITIONAL CHARGE



GRAND TOTAL: \$ _____

STAFF ONLY

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1

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

☐ STUDENT ☐ STAFF ☐ FACULTY

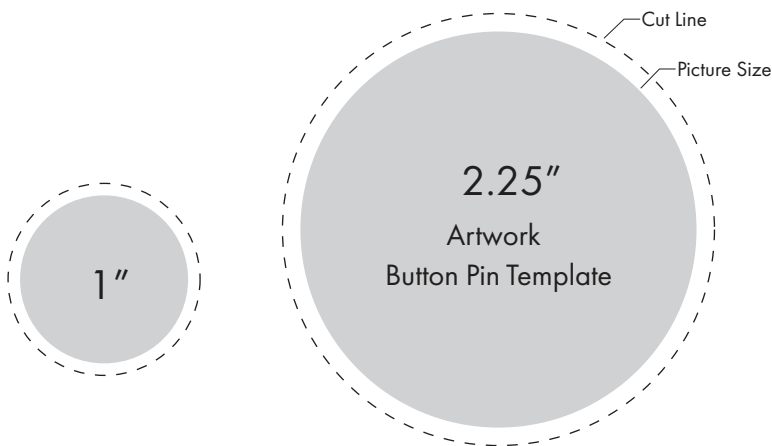
☐ DEPARTMENT HEAD

2

File Requirements:

1" & 2.25" Button Pin Template PSD File

- 1" (25 Pins) 8.5x11 template PSD file
- 2.25" (10 Pins) 8.5x11 template PSD file



Price includes printing onto matte paper

Button Pins

Check one. MAXIMUM 25 BUTTON PINS PER JOB. *Jobs can be declined at the discretion of PrintFX Management.

☐ (x5) 1" - \$3.50

☐ (x10) 1" - \$5.50

☐ (x25) 1" - \$12.00

☐ (x5) 2.25" - \$5.00

☐ (x10) 2.25" - \$8.50

☐ (x25) 2.25" - \$21.00

Download our Adobe Photoshop Button Pin Templates:
<https://www.fitnyc.edu/printfx/services.php>

3 Business Day Turnaround Time

STAFF ONLY

Customer Notified: Initials _____ Time _____ Date _____
☐ Spoke to customer ☐ Voice Mail ☐ Email ☐ Unreachable

Problem: ☐ File missing/won't open
☐ Other: _____

Solution: ☐ Reprint with new instructions ☐ Print anyway ☐ Cancel Job
☐ New file send to: pfxorder@fitnyc.edu

State University
of New York

FIT

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