

Form valid
FALL 2026

DESIGN ORDER

printfx

Part 1 Contact Info

LAST: _____ FIRST: _____ OFFICE PHONE#: _____
DEPARTMENT: _____ DUE DATE: _____ CELLPHONE #: _____

**** Two day lead time required****

Part 2 Order items

Please email pertinent files with order form to pfxorder@fitnyc.edu

**Design explanation
(please attach examples if needed):**

Diagram (if applicable):

STAFF ONLY

Job Number: _____

Time Start: _____

Time

:

TOTAL HOURS: _____

Date Received: _____

Time End: _____

Time

:

DESIGN TOTAL: \$ _____

PRINT TOTAL: \$ _____

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

GRAND TOTAL: \$ _____

Customer Notified

Date

_____/_____/_____

Time on Hold

_____:_____

Initials:

(Circle:)

Spoke to
Customer

Voice Mail

Emailed

Unreachable

Issue:

(Circle:)

Awaiting answer to proceed

File missing

File(s) won't open

Awaiting Approval

ON HOLD

OFF HOLD

Date

_____/_____/_____

Time Off Hold?

_____:_____

Solution: ☐ Expect new file
☐ Cancel Job
☐ Redesign W/ New Instructions

2nd time start

Date

_____/_____/_____

Time

_____:_____

2nd time start

Date

_____/_____/_____

Time

_____:_____

Total
Hours

