

Part 1 Contact Info

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

- STUDENT
- STAFF
- FACULTY
- DEPARTMENT HEAD

W = Fixed Width



Running Inch

Part 2 Order items

Listed File Name(s) must match uploaded files (e.g: design1.jpg)	FILE SIZE	FABRIC PRINTS \$2.00 / Running Inch		Resize To Fit Paper	Add Trim Marks	# OF COPIES
1.	W X L	<input type="checkbox"/> 40" Chiffon <input type="checkbox"/> 42" Crepe Georgette <input type="checkbox"/> 44" Belgian Linen	<input type="checkbox"/> 44" Cotton Broadcloth <input type="checkbox"/> 44" Nylon Lycra <input type="checkbox"/> 42" Artist Canvas Fabric			
2.	W X L	<input type="checkbox"/> 40" Chiffon <input type="checkbox"/> 42" Crepe Georgette <input type="checkbox"/> 44" Belgian Linen	<input type="checkbox"/> 44" Cotton Broadcloth <input type="checkbox"/> 44" Nylon Lycra <input type="checkbox"/> 42" Artist Canvas Fabric			
3.	W X L	<input type="checkbox"/> 40" Chiffon <input type="checkbox"/> 42" Crepe Georgette <input type="checkbox"/> 44" Belgian Linen	<input type="checkbox"/> 44" Cotton Broadcloth <input type="checkbox"/> 44" Nylon Lycra <input type="checkbox"/> 42" Artist Canvas Fabric			
4.	W X L	<input type="checkbox"/> 40" Chiffon <input type="checkbox"/> 42" Crepe Georgette <input type="checkbox"/> 44" Belgian Linen	<input type="checkbox"/> 44" Cotton Broadcloth <input type="checkbox"/> 44" Nylon Lycra <input type="checkbox"/> 42" Artist Canvas Fabric			



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: _____ / _____ / _____

(Circle):

Spoke to Customer

Voice Mail

Emailed

Unreachable

Issue:

(Circle:) Missing Fabric Type or Size
File missing or won't open

File / paper size discrepancy
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