

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: _____

GRAND TOTAL: \$ _____

STAFF ONLY

Form valid Fall 2026

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LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

☒ STUDENT ☐ STAFF ☐ FACULTY☐ DEPARTMENT HEAD

2

ACCEPTABLE FILES

PRINT & CUT: Adobe Illustrator file only. Art & cut lines on separate layers. Outline fonts.

PRINT ONLY (NO CUTTING): psd, jpeg, tiff, png, ai, pdf, jps only

SINGLE COLOR (CUTTING ONLY): Adobe Illustrator files only. Outline fonts.

OF
PRINTS

Inkjet Printing Glossy Vinyl

PRINT & CUT

White vinyl: Max file size 33"x60"

Clear transparent vinyl: Max file size 21"x60"

PRINT ONLY

White vinyl: Max file size 35"x120"

Clear transparent vinyl: Max file size 23"x120"

Single Color Glossy Vinyl

(Cutting Only)

24" wide

\$1.00/running inch*

Enter Size

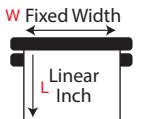
FILE NAME	# OF PRINTS	OPTION 1 PRINT & CUT \$2.00/running inch	OPTION 2 PRINT ONLY \$1.50/running inch	White ☐	Black ☐	Orange Red ☐	Yellow ☐	Green ☐	Blue ☐	Copper ☐	Silver ☐	Application Tape ☐ (Add! \$0.25/running inch)	W	X	L
1. _____	☐ ea	☐ PRINT & CUT \$2.00/running inch ☐ 24" wide clear transparent vinyl ☐ 36" wide white vinyl	☐ PRINT ONLY \$1.50/running inch	☐	☐	☐	☐	☐	☐	☐	☐	☐	W	X	L
2. _____	☐ ea	☐ PRINT & CUT \$2.00/running inch ☐ 24" wide clear transparent vinyl ☐ 36" wide white vinyl	☐ PRINT ONLY \$1.50/running inch	☐	☐	☐	☐	☐	☐	☐	☐	☐	W	X	L
3. _____	☐ ea	☐ PRINT & CUT \$2.00/running inch ☐ 24" wide clear transparent vinyl ☐ 36" wide white vinyl	☐ PRINT ONLY \$1.50/running inch	☐	☐	☐	☐	☐	☐	☐	☐	☐	W	X	L
4. _____	☐ ea	☐ PRINT & CUT \$2.00/running inch ☐ 24" wide clear transparent vinyl ☐ 36" wide white vinyl	☐ PRINT ONLY \$1.50/running inch	☐	☐	☐	☐	☐	☐	☐	☐	☐	W	X	L
5. _____	☐ ea	☐ PRINT & CUT \$2.00/running inch ☐ 24" wide clear transparent vinyl ☐ 36" wide white vinyl	☐ PRINT ONLY \$1.50/running inch	☐	☐	☐	☐	☐	☐	☐	☐	☐	W	X	L

RESET

SAVE

TOTAL PRINTS: _____

By submitting this order form to PrintFX and Fablab, 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 this disclaimer.



Customer Notified: Initials _____ Time _____ Date _____

Problem: ☐ Missing vinyl type/size ☐ File size doesn't match vinyl sizeSolution: ☐ Reprint/cut with new instructions ☐ Wait for new file ☐ Print/cut anyway☐ Spoke to customer ☐ Voice Mail ☐ Email ☐ Unreachable☐ File missing/won't open Other: _____☐ Cancel Job ☐ New file on USB ☐ New file send to: pfxorder@fitnyc.edu