

Form valid
Fall 2026

INKJET POSTERS

PREMIUM PORTFOLIO QUALITY



Part 1 Contact Info

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

☐ STUDENT
☐ STAFF
☐ FACULTY
☐ DEPARTMENT HEAD

Part 2 Order items

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

W = Fixed Width

PRINTER
Running
Inch
L =

Listed File Name(s) must match uploaded files (e.g: design1.jpg)	24" Roll \$0.85 / Running Inch	44" Roll \$1.50 / Running Inch	60" Roll \$2.00 / Running Inch	Luster & Glossy (No Matte)	M A T T E	L U S T E R	G L O S S Y	Resize To Fit Paper	Add Trim Marks	FILE PAGE RANGE	# OF COPIES
1.	☐ W ☐ L	☐ W ☐ L	☐ W ☐ L							-	ea.
2.	☐ W ☐ L	☐ W ☐ L	☐ W ☐ L							-	ea.
3.	☐ W ☐ L	☐ W ☐ L	☐ W ☐ L							-	ea.
4.	☐ W ☐ L	☐ W ☐ L	☐ W ☐ L							-	ea.
5.	☐ W ☐ L	☐ W ☐ L	☐ W ☐ L							-	ea.



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:

Mandatory: Read then check box to proceed.

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