

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

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

	24" Roll \$0.85 / Running Inch	44" Roll \$1.50 / Running Inch	60" Roll (Luster/Glossy)	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.	X W L	X W L	X W L						—	ea.
2.	X W L	X W L	X W L						—	ea.
3.	X W L	X W L	X W L						—	ea.
4.	X W L	X W L	X W L						—	ea.
5.	X W L	X W L	X 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:** _____

CHECKING THIS BOX IS MANDATORY!!

STAFF ONLY

Job Number: _____

PAGE TOTAL: \$ _____

PAGE TOTAL: \$ _____

Date Received: _____ / _____ / _____

Time Received: _____

PAGE TOTAL: \$ _____

PAGE TOTAL: \$ _____

Received by: _____ Worked by: _____

Qc'd by: _____

DEPARTMENT RUSH(price doubled) \$ _____

JOB TOTAL \$ _____

ON HOLD

Customer Notified

Date
____ / ____ / ____

(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