

Form valid  
Spring 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 (Luster/Glossy) 64" Roll (Matte only) \$2.00 / Running Inch	MATTE	LUSTER	GLOSSY	Resize To Fit Paper	Add Trim Marks	FILE PAGE RANGE	# OF COPIES
1.	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$						-	ea.
2.	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$						-	ea.
3.	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$						-	ea.
4.	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$						-	ea.
5.	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$	$\frac{X}{W \quad L}$						-	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: \_\_\_\_\_

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