

ORDER FORM

2 EASY STEPS
1. Enter Personal Info
2. Enter Job Info

Job Number: _____ RUSH **GRAND TOTAL: \$** _____
Date Received: ____ / ____ / ____ Time Received: ____ : ____ New Time: ____ : ____
Received by: _____ Worked by: _____ Qc'd by: _____

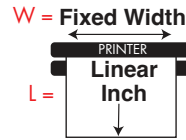
INKJET POSTERS
PREMIUM PORTFOLIO QUALITY

1

LAST: _____ FIRST: _____ PHONE: _____
MAJOR: _____ INSTRUCTOR'S LAST NAME: _____
 STUDENT STAFF FACULTY
 DEPARTMENT HEAD

2

Choose paper size & type (1/4" uneven border around paper. No borderless printing. Minimum 6" Length.)



	PAGE RANGE	# OF COPIES	Resize to Fit	Add Trim Marks?	24" Roll		44" Roll		60" Roll (Luster / Glossy)		64" Roll (Matte Only)		Epson Matte	Epson Luster	Epson Glossy	Matte	Posterboard 24" x30"
					\$0.85/Linear Inch	\$1.50/Linear Inch	\$2.00/Linear Inch										
1. FILE NAME & FILE TYPE	—	ea	<input type="radio"/>	<input type="radio"/>	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	—	ea	<input type="radio"/>	<input type="radio"/>	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	—	ea	<input type="radio"/>	<input type="radio"/>	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	—	ea	<input type="radio"/>	<input type="radio"/>	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	—	ea	<input type="radio"/>	<input type="radio"/>	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<u> </u> X <u> </u> W L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

TOTAL PRINTS: _____

3

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 these disclaimers.

Customer Notified: Initials _____ Time _____ Date _____
 Spoke to customer Voice Mail Email Unreachable

PROBLEM: Missing Paper Type/Size File size doesn't match paper size Artwork too big File missing/won't open

SOLUTION: Reprint with new instructions Print anyway Cancel Job New file sent to: pfxorder@fitnyc.edu

OTHER: _____