

Form valid
Fall 2026

INKJET SHEETS

PREMIUM PORTFOLIO QUALITY

printfx

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.

Listed File Name(s) must match uploaded files (e.g: design1.jpg)	PAGE RANGE	# OF COPIES	TOTAL COPIES	Resize To Fit Paper	Orientation		Add Trim Marks	Select Media Size			Select Media Type				
					Portrait	Landscape		8.5x11 \$5.00	13x19 \$7.00	17x22 \$10.00	Epson Matte	Epson Glossy	Epson Luster	Epson Watercolor 13x19 only - \$7	
1.	—	ea													
2.	—	ea													
3.	—	ea													
4.	—	ea													
5.	—	ea													
6.	—	ea													
7.	—	ea													
8.	—	ea													
9.	—	ea													
10.	—	ea													

TOTAL PRINTS: _____

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. Policies & services subject to change without notice. FIT is not responsible for the policies of PrintFX.

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 missing or won't open

Awaiting Approval

File / paper size discrepancy

No space for margins

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