printfx

ORDER FORM

2 EASY STEPS

1. Enter Personal Info
2. Enter Job Info

Job Number: _____

GRAND TOTAL: $_____

Date Received: _____ /_____ /_____ Time Received: _____:_____ New Time: _____:_____

Received by: _____ Worked by: _____ Qc'd by: _____ **STAFF ONLY**

printfx

LAMINATION

Two-sided / 20ml thick / glossy

LAST:_____ FIRST:_____ PHONE:_____

MAJOR:_____ INSTRUCTOR'S LAST NAME:_____

☑ STUDENT ☐ STAFF ☐ FACULTY ☐ DEPARTMENT HEAD

✦ $3.00 per lamination sheet ✦

RESET

	Hardcopy Size (8.5"x11" max)	Image description (ex: photo of building; red badge). *SEE DISCLAIMER	Total (50 max. / job)
Hardcopy #1	____ x ____		
Hardcopy #2	____ x ____		
Hardcopy #3	____ x ____		
Hardcopy #4	____ x ____		
Hardcopy #5	____ x ____		

SAVE

*DISCLAIMER: By completing this form, customer agrees to the following: This form is filled out to the best of their knowledge; PrintFX accepts no responsibility for post-lamination change of color; any damages or loss incurred to customer's hardcopies. Hardcopies can not have wet paint / ink / glue / tape, etc. and must be flat with no layers of paper, fabric, staples, etc.; no larger than 8.5"x11" & no thicker than any of Printfx's papers. PrintFX staff can refuse hardcopies at their discretion.

Customer Notified: Initials _____ Time _____ Date _____

◯ Spoke to customer ◯ Voice Mail ◯ Email ◯ Unreachable

Problem: _____

Solution: _____

State University of New York FIT

printfx

Updated SEP. 2026