

ORDER
FORM

2 EASY STEPS

1. Enter Personal Info
2. Enter Job Info

Job Number: _____

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

Received by: _____ Worked by: _____ Qc'd by: _____

GRAND TOTAL \$ _____

(✓) price doubled for RUSH ☐

New Date & Time: _____

STAFF ONLY

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

STUDENT STAFF FACULTY

DEPARTMENT HEAD

Drop off *original media to be copied in D529A. No digital files!

	Enter # of copies	Same size copy (✓)	or	Enter reduction or enlargement %	Check one (✓)		Total Copies
					Bond	Vellum	
How many copies of *original media #1?	<input type="text"/>	<input type="text"/>	or	<input type="text"/> %	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
How many copies of *original media #2?	<input type="text"/>	<input type="text"/>	or	<input type="text"/> %	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
How many copies of *original media #3?	<input type="text"/>	<input type="text"/>	or	<input type="text"/> %	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
How many copies of *original media #4?	<input type="text"/>	<input type="text"/>	or	<input type="text"/> %	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
How many copies of *original media #5?	<input type="text"/>	<input type="text"/>	or	<input type="text"/> %	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Grand Total Copies:							<input type="text"/>

By submitting this form, you agree that it has been completed to the best of your ability and that PrintFX accepts your original media with no responsibility for any damages or loss incurred. FIT is not responsible for the policies of PrintFX.

Customer Notified: Initials _____ Time _____ Date _____

(circle): Spoke to customer Voice Mail Emailed Unreachable

Issue:
(circle)

Missing Paper Type/Size

File missing/won't open

File size doesn't match paper size

Other

Solution:
(circle)

Reprint with new instructions

Print anyway

Cancel Job

New file sent to: pfxorder@fitnyc.edu

Issue details: _____

LARGE FORMAT B&W
COPIES