

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

1

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

☐ STUDENT ☐ STAFF ☐ FACULTY

DEPARTMENT HEAD

No borderless printing. 1/8"-1/4" uneven borders around all sides of print. Prints are not color accurate.

Select
Media Size

Select Media Type

2

2

LIST FILE NAME(S) & TYPE (ex. pdf; jpg, etc.)	PAGE RANGE	# OF COPIES	TOTAL COPIES	Resize to Fit 	Orientation  Portrait  Landscape	Add Trim Marks 	8.5x11 \$1.00/Sheet	12x18 \$2.00/Sheet	Matte	Glossy	Matt Cardstock Additional \$1.00/Sheet	Glossy Cardstock Additional \$1.00/Sheet	Transparency 8.5x11 sheet / \$3.00	Transparency 12x18 sheet / \$4.00	PNP Film \$2 / Sheet
1.	—	ea		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2.	—	ea		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3.	—	ea		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4.	—	ea		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5.	—	ea		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6.	—	ea		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
7.	—	ea		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

TOTAL PRINTS:

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: _____