

LASER PRINTS

BUDGET PRESENTATION QUALITY

printfx

ORDER FORM

- ### 3 EASY STEPS
1. Enter Personal Info
 2. Enter Job Info
 3. Signature

Job Number: _____
 Date Received: ____/____/____ Time Received: ____:____:____
 Received by: _____ Worked by: _____ Qc'd by: _____

RUSH JOBS CHECK
 ADDITIONAL CHARGE

GRAND TOTAL: \$ _____

STAFF ONLY

printfx

! Laser Prints are NOT color accurate ! | Expect darker results | 1/4" uneven border around paper | No borderless printing

1 LAST: _____ FIRST: _____ PHONE: _____
 MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

STUDENT STAFF FACULTY
 DEPARTMENT HEAD ALUMNI

REQUEST FOR PROOF (Double-sided printing available but not guaranteed to line up - PDF file only)

Here is a YouTube link to our [Double-sided Printing Orientations Quick Guide](#)

- 2**
1. Complete form using Adobe Acrobat or Reader
 2. Save it onto your local drive
 3. Email to pfxorder@fitnyc.edu

1. FILE NAME & FILE TYPE	PAGE RANGE	# OF COPIES	TOTAL PAGES	Orientation?				Add Trim Marks?	Double Sided Charge Per Side?	Select Paper Size		Select Paper Type		
				Resize to Fit	Long Edge	Short Edge	8.5x11 \$1.00/Sheet			12x18 \$2.00/Sheet	Matte	Glossy	Cardstock Additional \$1.00/Sheet	Transparency 8.5x11 only \$3.00
	—	ea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	—	ea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	—	ea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	—	ea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	—	ea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	—	ea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	—	ea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	—	ea		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL PRINTS:								<input type="checkbox"/>	Double Sided 8.5x11 Cardstock \$1.50/Per Side		Double Sided 12x18 Cardstock \$2.50/Per Side		<input type="checkbox"/>	<input type="checkbox"/>

3 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. I agree that my printed images/files are stacked/saved in the correct order, oriented correctly and ready for bookbinding/double-sided printing. 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.

Signature _____

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

Problem: Missing Paper Type/Size File size doesn't match paper size
 File missing/won't open Other: _____

Solution: Reprint with new instructions Print anyway Cancel Job
 New file on USB New file send to: pfxorder@fitnyc.edu