



INKJET SHEETS

PREMIUM PORTFOLIO QUALITY

Form valid
Fall 2025

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	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 13x17 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 \$ _____

☐ DEPT. 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

File / paper size discrepancy

Awaiting Approval

OFF HOLD

Date

____ / ____ / ____

Time Off Hold?

____ : ____

Solution: (circle) Reprint w/ new instructions
Print anyway
Expect new file
Cancel Job

☐ Department job Approved