

# ORDER FORM

## 3 EASY STEPS

1. Enter Personal Info
2. Enter Job Info
3. Signature

Job Number: \_\_\_\_\_

**RUSH JOBS**  CHECK  
ADDITIONAL CHARGE

**GRAND TOTAL: \$** \_\_\_\_\_

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Received: \_\_\_\_:\_\_\_\_ New Time: \_\_\_\_:\_\_\_\_

Received by: \_\_\_\_\_ Worked by: \_\_\_\_\_ Qc'd by: \_\_\_\_\_

**STAFF ONLY**

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ PHONE: \_\_\_\_\_

- STUDENT  
  STAFF  
  FACULTY  
 DEPARTMENT HEAD  
  ALUMNI

MAJOR: \_\_\_\_\_ INSTRUCTOR'S LAST NAME: \_\_\_\_\_

| \$3.00 Per Book | Wirebind Color               | Cover \$1.25 Each 8.5x11 Size Only |                             | Orientation (Maximum binding length 11 inches) |                                |                                |                                |
|-----------------|------------------------------|------------------------------------|-----------------------------|--|--------------------------------|--------------------------------|--------------------------------|
| First Book      | <input type="radio"/> White  | Front                              | Back                        | <input type="radio"/> <b>A</b>                 | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> |
|                 | <input type="radio"/> Black  | <input type="radio"/> Clear        | <input type="radio"/> Clear | <input type="radio"/> <b>A</b>                 | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> |
|                 | <input type="radio"/> Silver | <input type="radio"/> Black        | <input type="radio"/> Black | <input type="radio"/> <b>A</b>                 | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> |
| \$3.00 Per Book | Wirebind Color               | Cover \$1.25 Each 8.5x11 Size Only |                             | Orientation                                    |                                |                                |                                |
| Second Book     | <input type="radio"/> White  | Front                              | Back                        | <input type="radio"/> <b>A</b>                 | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> |
|                 | <input type="radio"/> Black  | <input type="radio"/> Clear        | <input type="radio"/> Clear | <input type="radio"/> <b>A</b>                 | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> |
|                 | <input type="radio"/> Silver | <input type="radio"/> Black        | <input type="radio"/> Black | <input type="radio"/> <b>A</b>                 | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> | <input type="radio"/> <b>A</b> |

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. 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.

TOTAL

Customer Notified: Initials \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ Problem: \_\_\_\_\_ Solution: \_\_\_\_\_ Signature \_\_\_\_\_

- Spoke to customer  
  Voice Mail  
  Email  
  Unreachable

# BOOK BINDING