

# CUSTOM BUTTON PINS

PREMIUM PORTFOLIO QUALITY

printfx

## ORDER FORM

### 3 EASY STEPS

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

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

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_\_

**RUSH JOBS**  CHECK  
ADDITIONAL CHARGE

Time Received: \_\_\_\_:\_\_\_\_:\_\_\_\_ New Time: \_\_\_\_:\_\_\_\_:\_\_\_\_

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

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

**STAFF ONLY**

printfx

**1**

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

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

- STUDENT  
  STAFF  
  FACULTY  
 DEPARTMENT HEAD  
  ALUMNI

**2**

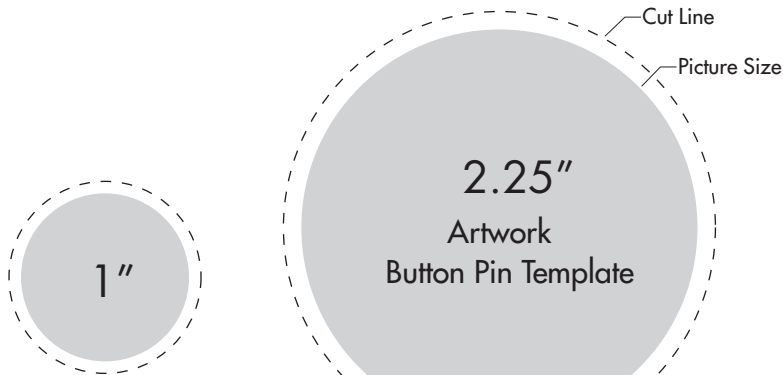
WHERE ARE YOUR FILES:  EMAIL (PFXORDER@FITNYC.EDU)    USB

WHAT IS YOUR FOLDER NAME: ( \_\_\_\_\_ )

File Requirements:

#### 1" & 2.25" Button Pin Template PSD File

- 1" (25 Pins) 8.5x11 template PSD file
- 2.25" (10 Pins) 8.5x11 template PSD file



**Printing is Included.** Printed on Laser Matte Paper

Select

#### 1" Button Pins

- 5 - \$3.50
- 10 - \$5.50
- 25 - \$12.00
- 50 - \$23.50
- 100 - \$44.00

#### 2.25" Button Pins

- 5 - \$5.00
- 10 - \$8.50
- 25 - \$21.00
- 50 - \$39.00
- 100 - \$73.00

Download our Adobe Photoshop Button Pin Templates:

<https://www.fitnyc.edu/printfx/services.php>

**3 Business Days Turnaround Time**

**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. 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:**  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