

# 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**

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

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

- STUDENT  
  STAFF  
  FACULTY  
 DEPARTMENT HEAD  
  ALUMNI

# LARGE FORMAT COPIES

### Large Format B&W / Halftone Laser Copies

36" Rolls

\$0.20/Linear inch

# of Copies

% Percentage

Bond

Vellum

TOTAL QUANTITY

	# of Copies	% Percentage	Bond	Vellum	TOTAL QUANTITY
1. _____		%	<input type="radio"/>	<input type="radio"/>	
2. _____		%	<input type="radio"/>	<input type="radio"/>	
3. _____		%	<input type="radio"/>	<input type="radio"/>	
4. _____		%	<input type="radio"/>	<input type="radio"/>	
5. _____		%	<input type="radio"/>	<input type="radio"/>	

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 PRINTS:

**Customer Notified:** Initials \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_  
 Spoke to customer  
  Voice Mail  
  Email  
  Unreachable

**Problem:** \_\_\_\_\_

**Solution:** \_\_\_\_\_

Signature