



# 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: \_\_\_\_:\_\_\_\_:\_\_\_\_

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

**STAFF ONLY**

# LASER CUTTING ORDER FORM

**1**

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

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

 STUDENT  STAFF  FACULTY DEPARTMENT HEAD  ALUMNI

(RGB Color Mode &amp; Adobe Illustrator file only) | Leave 1/4 inch margin around your entire laser cut file

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

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

 EMAIL FOR APPROVAL

| File Name   | Copies   | File Name   | Copies   |
|---|--|---|--|
| 1.  |  | 2.  |  |
| Material  | Perform a test cut on the corner of your material?<br><input type="radio"/> Yes <input type="radio"/> No | Material  | Perform a test cut on the corner of your material?<br><input type="radio"/> Yes <input type="radio"/> No |
| Material Dimension<br>Width <b>X</b> Length   | Center your artwork on the material?<br><input type="radio"/> Yes <input type="radio"/> No               | Material Dimension<br>Width <b>X</b> Length   | Center your artwork on the material?<br><input type="radio"/> Yes <input type="radio"/> No               |
| What is the orientation of your material?<br><input type="radio"/> Portrait <input type="radio"/> Landscape |  | What is the orientation of your material?<br><input type="radio"/> Portrait <input type="radio"/> Landscape |  |
| <input type="radio"/> Cut (Red) <input type="radio"/> Engrave (Blue) <input type="radio"/> Raster (Black)   |  | <input type="radio"/> Cut (Red) <input type="radio"/> Engrave (Blue) <input type="radio"/> Raster (Black)   |  |
| \$0.85 Per Minute   | \$7.00 Setup Charge*   | Cost  | \$0.85 Per Minute  |
|   |  |   | \$7.00 Setup Charge*   |
|   |  |   | Cost   |

Notes for Lasercut Technician:

**Mandatory Checklist:**

- Are your documents RGB color mode?  Check
- Are your cut lines/engrave stroke lines .001 width?  Check
- Did you create outlines for your fonts?  Check
- Does your job fit within 48"x24"?  Check  
(The maximum size that fits our laser cutter.)

**Tips:**

If possible, please indicate with a piece of tape where you would like us to try to start your lasercut file on your material.

- Avoid using pattern fills in your art
- Check for duplicate overlapping lines in your artwork
- Include a copy of any linked or embedded images in your file

**3**

I agree that this form is filled out to the best of my knowledge. The staff endeavors to deliver the best results possible for your project. The staff reserves the right to refuse any project based upon its suitability, complexity, or any other factor(s). FIT is not responsible for the policies of the Fablab. 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:**  Wrong color mode  Too thick/large to cut  File corrupt  
 Artwork too large for material  Other \_\_\_\_\_

**Solution:**  Recut with new instructions  Wait for new file  Cut anyway  
 Cancel Job  New file on USB  New file send to: fablab@fitnyc.edu