

# RISO PRINTING ORDER FORM

orintfx

## ORDER FORM

### 3 EASY STEPS

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

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

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

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

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

**STAFF ONLY**

printfx

**1**

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

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


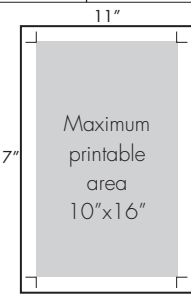
- STUDENT  
  STAFF  
  FACULTY  
 DEPARTMENT HEAD  
  ALUMNI

This Riso order form is for a single design only and consists of 1 to 4 colors printing. If you need to print different designs, please fill out another Riso order form.

**2**



Your artwork should be separated into individual **grayscale pdf files (300dpi)** for each color that is to be printed. You can print two colors at a time and up to four colors.

FILE NAME	SELECT COLOR	MASTERS	TESTING STOCK	PRINTING STOCK	COVER STOCK	FLAT FEE PRICING
		\$1.50/Each	\$0.10/Page	\$0.25/Page	\$0.75/Page	
1st One-color (Monotone)	<input type="radio"/> Red <input type="radio"/> Blue <input type="radio"/> Yellow <input type="radio"/> Green <input type="radio"/> Fluorescent Pink <input type="radio"/> Black	Each Image/Color required to make one master. (Recommended using a minimum of 15-30 testing stocks for each color print and registration adjustment.)	<input type="checkbox"/> White <input type="checkbox"/> Off-white	<input type="checkbox"/> White <input type="checkbox"/> Off-white <input type="checkbox"/> Oatmeal	<b>\$15 Flat Fee for 1-2 colors printing</b> (3 Business Day Turnaround Time)	
2nd Two-color (Duotone)	<input type="radio"/> Red <input type="radio"/> Blue <input type="radio"/> Yellow <input type="radio"/> Green <input type="radio"/> Fluorescent Pink <input type="radio"/> Black	 RISO printer can not print full bleed to the size of the paper.		<b>\$20 Flat Fee for 3-4 color printing</b> (4 Business Day Turnaround Time)		
3rd Three-color (Tritone)	<input type="radio"/> Red <input type="radio"/> Blue <input type="radio"/> Yellow <input type="radio"/> Green <input type="radio"/> Fluorescent Pink <input type="radio"/> Black				*B.C. _____ *E.C. _____	
4th Four-color (Quadtone)	<input type="radio"/> Red <input type="radio"/> Blue <input type="radio"/> Yellow <input type="radio"/> Green <input type="radio"/> Fluorescent Pink <input type="radio"/> Black					

**STAFF ONLY**

Masters Quantity + Testing Stock Quantity + Printing Stock Quantity + Cover Stock Quantity + Setup Charge = **Total**

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

- Spoke to customer  
  Voice Mail  
  Email  
  Unreachable