

# PrintFX Virtual Orientation Request

Schedule at least 24hrs in advance. Instructor must be present during the Google Meet orientation. Please complete both your 1<sup>st</sup> & 2<sup>nd</sup> choice date & time preferences. Email this request to [pxorder@fitnyc.edu](mailto:pxorder@fitnyc.edu)

Instructor's name: \_\_\_\_\_

Email /Phone \_\_\_\_\_ / \_\_\_\_\_

1<sup>st</sup> choice date/time: \_\_\_\_\_

2<sup>nd</sup> choice date/time: \_\_\_\_\_

Course # / section / title: \_\_\_\_\_ / # of students \_\_\_\_\_

Check the **services** you would like us to cover:

Laser printing

Riso printing

Hardcover photo books

Inkjet printing

Large format B&W copies

Button pins

Fabric printing

Spiral book binding

Procedures **only!**

Additional info?

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Staff only: Confirmed date/time: \_\_\_\_\_ Assignment accepted by: \_\_\_\_\_