

# ORDER FORM

## 2 EASY STEPS

1. Enter Personal Info
2. Enter Job Info

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

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

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

**RUSH JOBS**  CHECK  
ADDITIONAL CHARGE

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

Worked by: \_\_\_\_\_

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

**STAFF ONLY**

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

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

- STUDENT  STAFF  FACULTY  
 DEPARTMENT HEAD

**Please drop off the original media to be copied to D529**

# LARGE FORMAT COPIES

### Large Format B&W Copies

36" Rolls

\$0.20/Linear inch

# of Copies

% Percentage

Bond

Vellum

TOTAL QUANTITY

1.	NO DIGITAL FILES, PHYSICAL HARD COPIES ONLY		%	<input type="radio"/>	<input type="radio"/>	
2.	NO DIGITAL FILES, PHYSICAL HARD COPIES ONLY		%	<input type="radio"/>	<input type="radio"/>	
3.	NO DIGITAL FILES, PHYSICAL HARD COPIES ONLY		%	<input type="radio"/>	<input type="radio"/>	
4.	NO DIGITAL FILES, PHYSICAL HARD COPIES ONLY		%	<input type="radio"/>	<input type="radio"/>	
5.	NO DIGITAL FILES, PHYSICAL HARD COPIES ONLY		%	<input type="radio"/>	<input type="radio"/>	

By submitting this form, 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:

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