

Form valid
Fall 2025

LASER PRINT ORDER FORM

BUDGET PRESENTATION QUALITY



Part 1 Contact Info

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

☐ STUDENT

☐ STAFF

☐ FACULTY

☐ DEPARTMENT HEAD

Part 2 Order items

No borderless printing.

1/8"-1/4" uneven borders around all sides of print. Prints are not color accurate.

Listed File Name(s) must match uploaded files (e.g: design1.jpg)	PAGE RANGE	# OF COPIES	TOTAL COPIES	Resize To Fit Paper	Orientation		Add Trim Marks	Select Media Size		Select Media Type	
					Portrait	Landscape		8.5" x 11" \$1.00/Sheet	12" x 18" \$2.00/Sheet	Matte	Glossy
1.	—	ea									
2.	—	ea									
3.	—	ea									
4.	—	ea									
5.	—	ea									
6.	—	ea									
7.	—	ea									
8.	—	ea									
9.	—	ea									
10.	—	ea									

TOTAL PRINTS: _____

By submitting this form, you agree that it has been completed to the best of your knowledge and that PrintFX will provide color consistency to the best of their ability. PrintFX is not responsible for exact color matching. Policies & services subject to change without notice. FIT is not responsible for the policies of PrintFX.

STAFF ONLY

Job Number: _____

PAGE TOTAL: \$ _____ PAGE TOTAL: \$ _____

Date Received: ____/____/____

Time Received: _____

PAGE TOTAL: \$ _____ PAGE TOTAL: \$ _____

Received by: _____

Worked by: _____

Qc'd by: _____

JOB TOTAL \$ _____



DEPARTMENT RUSH(price doubled)\$ _____

ON HOLD

Customer Notified

Date

____/____/____

Time on Hold

____:

Initials:

(Circle:)

Spoke to Customer

Voice Mail

Emailed

Unreachable

Issue:

(Circle:)

Missing Paper Type or Size

File / paper size discrepancy

File missing or won't open

No space for margins

Awaiting Approval

OFF HOLD

Date

____/____/____

Time Off Hold?

____:

Solution:
(circle)

Reprint W/ New Instructions

Resize To Fit

Print anyway

Expect new file

Cancel Job



Department job Approved