

ORDER
FORM

2 EASY STEPS

1. Enter Personal Info
2. Enter Job Info

Job Number: _____

Date Received: ____ / ____ / ____ Time Received: ____:____ New Time: ____:____

Received by: _____ Worked by: _____ Qc'd by: _____

Total scans _____

GRAND TOTAL: \$ _____

STAFF ONLY

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

☐ STUDENT ☐ STAFF FACULTY☐ DEPARTMENT HEAD

Hardcopy Size

13x19 min
36" width max

✦ \$1.00 per scanned hardcopy ✦

Image description (ex: floorplan; cat; abstract)

TIFF

PDF

Hardcopy #1	____ x ____			
Hardcopy #2	____ x ____			
Hardcopy #3	____ x ____			
Hardcopy #4	____ x ____			
Hardcopy #5	____ x ____			

By completing this form, customer agrees to the following: This form is filled out to the best of their knowledge; PrintFX accepts no responsibility for any damages or loss incurred to customer's hardcopies or color accuracy. Hardcopies have no rips (to avoid paper jams & damage to hardcopy), wet paint / ink / glue / tape, etc. (to avoid smearing or leaving a residue inside PrintFX's scanner. Hardcopy is flat with no layers of paper, fabric, staples, etc. Hardcopy is larger than 12x17, flexible and able to be fed through the scanner. PrintFX not responsible for retouching file.

Customer Notified: Initials _____ Time _____ Date _____ Problem: _____ Solution: _____

☐ Spoke to customer ☐ Voice Mail ☐ Email ☐ Unreachable _____