



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: ____:____:____ New Time: ____:____:____

Worked by: _____ Qc'd by: _____

GRAND TOTAL: \$ _____**STAFF ONLY**

LASER CUTTING ORDER FORM

1

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

- STUDENT STAFF FACULTY
 DEPARTMENT HEAD

(RGB Color Mode & Adobe Illustrator file only) | Leave 1/4 inch margin around your entire laser cut file**2** EMAIL FOR APPROVAL

File Name	Copies	File Name	Copies	Notes for Lasercut Technician:	
1.		2.			
Material	Perform a test cut on the corner of your material? <input type="radio"/> Yes <input type="radio"/> No	Material	Perform a test cut on the corner of your material? <input type="radio"/> Yes <input type="radio"/> No	<p>Mandatory Checklist:</p> <p>Are your documents RGB color mode? <input type="radio"/> Check</p> <p>Are your cut lines/engrave stroke lines .001 width? <input type="radio"/> Check</p> <p>Did you create outlines for your fonts? <input type="radio"/> Check</p> <p>Does your job fit within 48"x24"? <input type="radio"/> Check (The maximum size that fits our laser cutter.)</p> <p>Tips: If possible, please indicate with a piece of tape where you would like us to try to start your lasercut file on your material.</p> <p>• Avoid using pattern fills in your art • Check for duplicate overlapping lines in your artwork • Include a copy of any linked or embedded images in your file</p>	
Material Dimension Width X Length	Center your artwork on the material? <input type="radio"/> Yes <input type="radio"/> No	Material Dimension Width X Length	Center your artwork on the material? <input type="radio"/> Yes <input type="radio"/> No		
What is the orientation of your material? <input type="radio"/> Portrait <input type="radio"/> Landscape		What is the orientation of your material? <input type="radio"/> Portrait <input type="radio"/> Landscape			
<input type="radio"/> Cut (Red) <input type="radio"/> Engrave (Blue) <input type="radio"/> Raster (Black)		<input type="radio"/> Cut (Red) <input type="radio"/> Engrave (Blue) <input type="radio"/> Raster (Black)			
\$1.00 Per Minute	\$7.00 Setup Charge*	Cost	\$1.00 Per Minute	\$7.00 Setup Charge*	Cost

STAFF ONLY**STAFF ONLY*****Complex laser cut job setup fee: \$10.00, please see staff for details.****3**

By submitting this order form to PrintFX and Fablab, I agree that this form is filled out to the best of my knowledge, and that Fablab accepts my media with no responsibility for any damages or loss incurred. Fablab will provide consistency to the best of their ability. Fablab is not responsible for exact size matching. FIT is not responsible for the policies of the Fablab. Policies and services subject to change without notice. I have read and understand these disclaimers.

Customer Notified: Initials _____ Time _____ Date _____
 Spoke to customer Voice Mail Email Unreachable

Problem: Wrong color mode Too thick/large to cut File corrupt
 Artwork too large for material Other _____

Solution: Recut with new instructions Wait for new file Cut anyway
 Cancel Job New file on USB New file send to: fablab@fitnyc.edu