

ORDER FORM

2 EASY STEPS

1. Enter Personal Info
2. Enter Job Info

Job Number: _____

RUSH JOBS
ADDITIONAL CHARGE

GRAND TOTAL: \$ _____

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

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

STAFF ONLY

SPIRAL BOOK BINDING

LAST: _____ FIRST: _____ PHONE: _____

- STUDENT
 STAFF
 FACULTY
 DEPARTMENT HEAD

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

\$3.00 Per Book	Wirebind Color	Cover \$1.50 Each 8.5x11 Size Only		Orientation (Maximum binding length 11 inches)			
ORDER BY SELECTING WIREBIND COLOR & ORIENTATION	<input type="radio"/> White	Front	Back	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/> Black	<input type="radio"/> Clear	<input type="radio"/> Clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/> Silver	<input type="radio"/> Black	<input type="radio"/> Black	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$3.00 Per Book	Wirebind Color	Cover \$1.50 Each 8.5x11 Size Only		Orientation			
ORDER BY SELECTING WIREBIND COLOR & ORIENTATION	<input type="radio"/> White	Front	Back	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/> Black	<input type="radio"/> Clear	<input type="radio"/> Clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/> Silver	<input type="radio"/> Black	<input type="radio"/> Black	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

By submitting this order from to PrintFX and Fablab, 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