

CERTIFICATE ORDER FORM

Date Submitted	Required Date	Job Number	Quote #	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

via Gate 11 Botany Street, Level 1, 157 Mathews Building, Kensington, NSW 2052
T: (02) 9385 3222 E: unswprint@unsw.edu.au

Please use Adobe Acrobat Reader (free to download from [here](http://www.adobe.com)) or a full version of Adobe to complete this form

CLIENT DETAILS *(Required prior to order being processed)*

Submitted by	Tel/Extn.	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Position/Title	School/Department	Building/Location No.	Room	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

PAYMENT METHOD

<input type="checkbox"/> Account <small>(Please complete details below)</small>	<input type="checkbox"/> EFTPOS	EFTPOS Payment Received (Date):	<input type="text"/>		
Financial Approver:	<input type="text"/>	Authorised by:	<input type="text"/>		
Position/Title:	<input type="text"/>	Date:	<input type="text"/>		
Account	Fund	Department ID	Program	Class	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVAL TO PRODUCE CERTIFICATE/S *(Both Signatures are Mandatory)*

Head of School/ Department/Centre:	Print Full Name	<input type="text"/>	<input type="text"/>
Dean/Vice-Chancellor or Registrar's Nominee:	Print Full Name	<input type="text"/>	<input type="text"/>

APPROVAL TO USE ELECTRONIC SIGNATURES

Head of School/ Department/Centre:	Print Name	Title/Position	<input type="text"/>
Dean/Vice-Chancellor's Nominee:	Print Name	Title/Position	<input type="text"/>

CERTIFICATE DETAILS

Name of Certificate Course/Achievement	# of Certificates	Type of Certificates	Duration of Course	Date for the Certificate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Please attach sample if previously printed or if there are multiple types. Email list of names to DTP operator to start job)

+ Type of Certificate:

TYPE A (UNSW Testamur Security Stock) TYPE B (Colour Shield on Parchment Stock) TYPE C (Black & White Shield on Parchment Stock)

Additional Products/Services *(Tick Appropriate Boxes)*

Plastic pocket & backing board	<input type="checkbox"/>	Client to Insert:	<input type="checkbox"/>	Presentation Folders	<input type="checkbox"/>
		Green Print Centre to Insert:	<input type="checkbox"/>		

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DELIVERY OPTIONS

<input type="checkbox"/> Delivery Required *	Deliver to	Address	Date Delivered			
	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<small>* Delivery charges will apply</small>	Building/Location No.	Room	City	State	P/Code	Date Collected
<input type="checkbox"/> Collect Order	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Special Delivery Instructions	Received by				
	<input type="text"/>	<input type="text"/>				