# CREATIVE SERVICES ORDER FORM

| Date Submitted | Required Date | Job Number | Quote# | Cost |
|---|---|---|---|---|
| | | | | |

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*Please use Adobe Acrobat Reader (free to download from here) or a full version of Adobe to complete this form*

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

| Submitted by | Tel/Extn. | Email |
|---|---|---|
| | | |

| Position/Title | School/Department | Building/Location No. | Room |
|---|---|---|---|
| | | | |

## PAYMENT METHOD

☐ Account (Please complete details below) ☐ EFTPOS EFTPOS Payment Received (Date):

Position/Title: Date:

Financial Approver: Authorised by:

| Account | Fund | Department ID | Program | Class | Project |
|---|---|---|---|---|---|
| | | | | | |

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Submitted by:

Please select one only:

☐ I declare that copying this material will not infringe copyright.

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Title/Position:

Authorised by:

## REQUEST DETAILS

Job Title

Type of Job/Publication

Images Supplied? ☐ Yes ☐ No

☐ Quote ☐ PDF Proof ☐ Hardcopy Proof

GREEN PRINT CENTRE USE ONLY

☐ Graphic Design ☐ Desktop Publishing ☐ Offset Printing Setup ☐ Web Design ☐ HTML Email ☐ eBook

| Item | To Approval | Client OK | To Print | Date Due | Time Charge | Job Completed |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

## SPECIAL INSTRUCTIONS *(Please use this section or a new design form to provide information of any other jobs for the same project)*