

STATIONERY ORDER FORM

Date Submitted	Required Date	Job Number	Quote N#	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](#)) 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"/>

REQUEST DETAILS *(Please include samples if previously printed)*

Envelopes					Text to appear on the stationary (EG, Name, Title, Deptmant, Phone, Email etc)
Size	Seal	Style	Colour	Qty	
<input type="checkbox"/> DL (110 x 220) <small>(500 per box)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> DLX (120 x 235) <small>(500 per box)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> C5 (162 x 229) <small>(500 per box)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> C4 (229 x 324) <small>(250 per box)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> C6 (114 x 162) <small>(500 per box)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Business Cards		With Compliments Slips		Letterhead	
<input type="checkbox"/> Standard (350gsm) <small>(Silk)</small>	<input type="checkbox"/> Pad (250 leaf)	<input type="radio"/> 250 <input type="radio"/> 500 <input type="radio"/> 1000 <input type="radio"/> Request Quote			
<input type="checkbox"/> Premium (340gsm) <small>(Splendorgel)</small>	<input type="checkbox"/> Loose leaf (250 leaf)				
<input type="checkbox"/> Single Sided	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/> Double Sided	<small>Qty (x 250) per Kind</small>	<small>Qty (250)</small>			

Office use only			
Desktop Publishing	Client OK	To Print	Setup Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DELIVERY OPTIONS

<input type="checkbox"/> Delivery Required *	Deliver to	Address			
	<input type="text"/>	<input type="text"/>			
Date Delivered	Building/Location No.	Room	City	State	P/Code
<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"/>			

<input type="checkbox"/> Collect Order	Date Collected	Received by
	<input type="text"/>	<input type="text"/>