

# SUSTAINABLE PAPER 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](mailto: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"/>
Address			City		State	P/Code
<input type="text"/>			<input type="text"/>		<input type="text"/>	<input type="text"/>

## PAYMENT METHOD

<input type="checkbox"/> Account (Please complete details below)	<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"/>

## Environment and Sustainability

We offer a range of paper that is both environmentally friendly and sustainable. Prompt delivery - for all orders is a maximum of 2 business days. If paper is urgently required we have stock that can be picked up from the Green Print Centre at 157 Mathews Building. Simply fill in this form with the relevant account codes. No purchase order is required.

## ORDER DETAILS

A4/A3 80gsm Paper - White (Other colours on request)	Description (5 reams/2500 sheets per carton)	No. of Cartons	Unit Price per carton	Amount
Administration Fee	Administration fee \$5.00 per order			

### Please Note

- We will confirm your order by email. Please email [unswprint@unsw.edu.au](mailto:unswprint@unsw.edu.au) if you don't receive confirmation.
- Delivery time is usually a maximum of two business days after we have received your order.
- Minimum order is 1 carton of A4 paper (2500 sheets).
- Pick up is available from the Green Print Centre providing stock is available. Please email [unswprint@unsw.edu.au](mailto:unswprint@unsw.edu.au) or call extn 53222

## 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"/>		