

# CERTIFICATE ORDER FORM



KONICA MINOLTA

Date Submitted	Required Date	Job Number <i>PRINT CENTRE</i>	Quote # <i>PRINT CENTRE</i>	Total Cost <i>PRINT CENTRE</i>
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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"/>	

## PAYMENT METHOD

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

Financial Approver:       Authorised by:

Position/Title:       Date:

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" value="Signature"/>
Dean/Vice-Chancellor or Registrar's Nominee:	Print Full Name <input type="text"/>	<input type="text" value="Signature"/>

## APPROVAL TO USE ELECTRONIC SIGNATURES

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

## CERTIFICATE DETAILS

Name of Certificate Course/Achievement <input type="text"/>	# of Certificates <input type="text"/>	Type of Certificates <input type="text"/>	Duration of Course Date/s/Total Hours <input type="text"/>	Date for the Certificate Optional <input type="text"/>
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*(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       Client to Insert:       Presentation Folders

Print Centre to Insert:

Item	To Approval	Client OK	To Print	DTP Time

## DELIVERY OPTIONS

Delivery Required \*      Deliver to       Address       Date Delivered

\* Delivery charges will apply      Building/Location No.       Room       City       State       P/Code       Date Collected

Collect Order      Special Delivery Instructions       Received by