

POSTER PRINTING ORDER FORM



KONICA MINOLTA

Date Submitted	Required Date	Job Number	Quote N#	Cost
		PRINT CENTRE	PRINT CENTRE	PRINT CENTRE

via Gate 11 Botany Street, Level 1, 157 Mathews Building, Kensington, NSW 2052T: (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"/>	

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"/>

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Submitted by:

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REQUEST DETAILS

Job Title	Originals	Copies	<input type="checkbox"/> Quote <input type="checkbox"/> PDF Proof <input type="checkbox"/> Hardcopy Proof	Orientation <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Finished Size <input type="checkbox"/> A2 (420 x 594) <input type="checkbox"/> A1 (594 x 841) <input type="checkbox"/> A0 (841 x 1189) <input type="checkbox"/> B0 (1000 x 1414) <input type="checkbox"/> Other <input type="text"/>	Printing <input type="checkbox"/> Black & White <input type="checkbox"/> Colour
Printing Stock <input type="checkbox"/> Matt 140gsm <input type="checkbox"/> Matt 180gsm <input type="checkbox"/> Gloss 180gsm <input type="checkbox"/> Gloss 260gsm <input type="checkbox"/> Woven Cloth <input type="checkbox"/> Canvas	<input type="checkbox"/> Lamination <input type="checkbox"/> Mounting

SPECIAL INSTRUCTIONS

File Specifications (Important - Please Read) We require PDF file in actual size with minimum 300dpi with all fonts embedded or converted to outline. Please flatten to one layer and delete other layer(s). To check the resolution of your PDF, view the file in Actual Size.

DELIVERY OPTIONS

Delivery Required *

* Delivery charges will apply

Deliver to	Address				
<input type="text"/>	<input type="text"/>				
Building/Location No.	Room	City	State	P/Code	
<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" value="Signature"/>		

DELIVERY CONFIRMATION

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