

PRINTING ORDER FORM



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

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 (Please complete details below)	<input type="checkbox"/> EFTPOS Payment Received									
Financial Approver: <input type="text"/>	Authorised by: <input type="text" value="Signature"/>	Date: <input type="text"/>								
<table border="1"><tr><td>Account</td><td>Fund</td><td>Department ID</td><td>Project</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Account	Fund	Department ID	Project	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Account	Fund	Department ID	Project							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							

JOB SUMMARY

N# Pages	N# Copies	Flat Sizes	Finished Sizes	Product Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/> Quote Required Allow 24 hours	<input type="radio"/> Quote Accepted	<input type="radio"/> Hard Copy Proof	<input type="radio"/> Proof Approved	<input type="text" value="Date"/>
Date: <input type="text"/>	<input type="text" value="Signature"/>	<input type="text" value="Signature"/>	<input type="text"/>	
		<input type="radio"/> 1st Proof	<input type="radio"/> 2nd Proof	<input type="radio"/> 3rd Proof

PRINTING COVER

# Pages	# Copies	Cover Printing	Cover Stock	Cover Page Orientation	Cover Printing Preference
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Colour <input type="checkbox"/> B&W	<input type="checkbox"/> White <input type="checkbox"/> Coloured	<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape	<input type="checkbox"/> Duplex <input type="checkbox"/> Single Sided
		White, Uncoated, Satin & Gloss	A4 Coloured Stock 160gsm	A3 Coloured Stock 120gsm	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	

PRINTING TEXT

# Pages	# Copies	Text Printing	Text Stock	Text Page Orientation	Text Printing Preference
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Colour <input type="checkbox"/> B&W	<input type="checkbox"/> White <input type="checkbox"/> Coloured	<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape	<input type="checkbox"/> Duplex <input type="checkbox"/> Single Sided
		White, Uncoated, Satin & Gloss	A4 Coloured Stock 80gsm	A3 Coloured Stock 80gsm	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	

FINISHING SERVICES

Binding	Drill	Binder	Folding
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Staple	Other		Lamination
<input type="text"/>	<input type="text"/>		<input type="text"/>

SPECIAL INSTUCTIONS

<input type="text"/>

DELIVERY OPTIONS

<input type="checkbox"/> Deliver	<input type="checkbox"/> Collect
Deliver to <input type="text"/>	Received by <input type="text" value="Name"/>
Room <input type="text"/>	<input type="text" value="Signature"/>
Building/Location No. <input type="text"/>	Date <input type="text"/>
Received by <input type="text" value="Name"/>	
<input type="text" value="Signature"/>	
Date <input type="text"/>	

QA Check - Specifications

Paper	Printing Header	Simplex/Duplex	Size	Weight	#Pages	# Copies	Completed
White	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
White	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
White	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
White	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
Tinted	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
Cover	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
Insert	Per Book _____						
Tabs	T view _____	Set Per Book _____					
Parchment	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					

QA Check Stock / Quality / Finishing

OPERATOR	PRODUCTION	FINISHING

QA Check Quality / Quantity

Staples	<input type="checkbox"/> Corner <input type="checkbox"/> Dual		
Saddle	<input type="checkbox"/> Manual <input type="checkbox"/> Machine		
Drill	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Manual		
Fold	<input type="checkbox"/> DL <input type="checkbox"/> Z <input type="checkbox"/> 1 Fold		
Guillotine	<input type="checkbox"/> 15min <input type="checkbox"/> 30min <input type="checkbox"/> 45min <input type="checkbox"/> 60min		
Other	<input type="checkbox"/> Shrink <input type="checkbox"/> Laminate <input type="checkbox"/> A4 <input type="checkbox"/> A3		
Binding	<input type="checkbox"/> Comb <input type="checkbox"/> Wire <input type="checkbox"/> Spiral <input type="checkbox"/> Tape		
Boxes			

Delivery

Name:	# of Boxes	Delivery Date:
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