

STATIONERY ORDER FORM



KONICA MINOLTA

Date Submitted	Required Date	Job Number <i>PRINT CENTRE</i>	Quote N# <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

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 style="width:95%;" type="text"/>		<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	
Position/Title	School/Department	Building/Location No.	Room	
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" 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 style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>

REQUEST DETAILS (Please include samples if previously printed)

<p>Envelopes</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Size</th> <th>Seal</th> <th>Style</th> <th>Colour</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> DL (110 x 220) (500 per box)</td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> DLX (120 x 235) (500 per box)</td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> C5 (162 x 229) (500 per box)</td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> C4 (229 x 324) (250 per box)</td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> C6 (114 x 162) (500 per box)</td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> <td><input style="width:50px;" type="text"/></td> </tr> </tbody> </table>	Size	Seal	Style	Colour	Qty	<input type="checkbox"/> DL (110 x 220) (500 per box)	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input type="checkbox"/> DLX (120 x 235) (500 per box)	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input type="checkbox"/> C5 (162 x 229) (500 per box)	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input type="checkbox"/> C4 (229 x 324) (250 per box)	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input type="checkbox"/> C6 (114 x 162) (500 per box)	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input type="checkbox"/> Other	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<p>Text to appear on the stationery (EG, Name, Title, Deptmant, Phone, Email etc)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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<p>Business Cards</p> <p><input type="checkbox"/> Standard (350gsm) (Silk)</p> <p><input type="checkbox"/> Premium (340gsm) (Splendorgel)</p> <p><input type="checkbox"/> Single Sided</p> <p><input type="checkbox"/> Double Sided</p>	<p>With Compliments Slips</p> <p><input type="checkbox"/> Pad (250 leaf)</p> <p><input type="checkbox"/> Loose leaf (250 leaf)</p>	<p>Letterhead</p> <p><input type="radio"/> 250 <input type="radio"/> 500 <input type="radio"/> 1000 <input type="radio"/> Request Quote</p>
<input style="width:100px;" type="text"/> Qty (x 250) per Kind	<input style="width:100px;" type="text"/> Qty (250)	

Office use only

Desktop Publishing	Client OK	To Print	Setup Time
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

DELIVERY OPTIONS

Delivery Required * Deliver to: Address:

Date Delivered:

Building/Location No.: Room: City: State: P/Code:

Special Delivery Instructions: Received by:

Collect Order Date Collected: Received by: