

THESIS ORDER FORM



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

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	EFTPOS Payment Received (Date): <input type="text" value="PRINT CENTRE"/>			
Financial Approver:	<input type="text"/>	Authorised by:	<input type="text" value="Signature"/>		
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"/>

REQUEST DETAILS					
N# Pages	N# Copies	Text Printing	Text Page Orientation	Text Printing Preference	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Colour <input type="checkbox"/> Black & White	<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape	<input type="checkbox"/> Duplex <input type="checkbox"/> Single Sided	
Text Paper Weight	Other Options				
<input type="checkbox"/> 80gsm <input type="checkbox"/> 100gsm	<input type="checkbox"/> Printing & Binding	<input type="checkbox"/> Binding Only	<input type="checkbox"/> Other	<input type="text"/>	
Hard Cover Colours (One selection only per order)					
<input type="checkbox"/> Black (2011)	<input type="checkbox"/> Burgundy (2001)	<input type="checkbox"/> Dark Blue (2082)	<input type="checkbox"/> Dark Brown (2036)	<input type="checkbox"/> Dark Burgundy (2081)	
<input type="checkbox"/> Dark Green (2034)	<input type="checkbox"/> Dark Grey (2596)	<input type="checkbox"/> Dark Orange (2003)	<input type="checkbox"/> Gold	<input type="checkbox"/> Green (2008)	
<input type="checkbox"/> Grey (2013)	<input type="checkbox"/> Light Brown (2085)	<input type="checkbox"/> Lime Green (2007)	<input type="checkbox"/> Navy Blue (2014)	<input type="checkbox"/> Orange (2086)	
<input type="checkbox"/> Purple (2017)	<input type="checkbox"/> Red (2000)	<input type="checkbox"/> Royal Blue (2004)	<input type="checkbox"/> Rust (2079)	<input type="checkbox"/> Silver	
<input type="checkbox"/> Sky Blue (2005)	<input type="checkbox"/> Teal (2019)	<input type="checkbox"/> White (2595)	<input type="checkbox"/> Yellow (2087)	<input type="checkbox"/> Other <input type="text"/>	

Cover Information	Colour of Text on Cover & Spine <input type="checkbox"/> Silver <input type="checkbox"/> Gold
<input type="checkbox"/> UNSW Crest <input type="checkbox"/> Text on Front Cover <input type="text"/>	

Spine Information (Be CAREFUL on the information that you provide here.)			
Name on Spine:	<input type="text"/>	University:	<input type="text" value="Abbreviation of Uni Only Accepted"/>
Degree:	<input type="text" value="Abbreviation of Degree Only Accepted as per Uni Requirements"/>	Year:	<input type="text"/>

SPECIAL INSTRUCTIONS			
<input type="text"/>			

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
<input type="checkbox"/> Collect Order	<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"/>		