P³ DESIGN STUDIO – REQUISITION FORM
DESIGN/DTP/OTHER

P³ DESIGN STUDIO –
1st Floor, Mathews Building
(entrance opposite Bank Bldg)
Telephone: (02) 9385 2840
Facsimile: (02) 9385 1263

P³ DESIGN STUDIO USE ONLY

P³ DESIGN STUDIO CONTACT	P³ DESIGN STUDIO JOB NO.

MUST BE COMPLETED

CLIENT DETAILS

School/Dept: Date:

Account Code:	Account	Fund	Department Id	Prog	Deadline:
	Sub CI	Budget year	Project		

IF ACCOUNT CODE SUPPLIED FAILS BUDGET CHECKING, COSTS WILL BE DEBITTED FROM OPERATING FUND

Contact Person: Ext: Fax:

Position/Title: Email:

Address:

Authorised by staff with
appropriate financial delegation: Dated:

JOB DETAILS (COMPLETE IF KNOWN)

Job Title:

Quantity: No. of Pages/Panels:

Document Size: mm deep x mm wide

Stock: Colour/BW/Spot:

Images Supplied: Yes/No Type of Job/Publication:

Other Instructions:

(Please include sample if previously printed)

SERVICES REQUIRED (P³ DESIGN STUDIO USE ONLY)

☐ GRAPHIC DESIGN ☐ DESKTOP PUBLISHING ☐ INTERNAL PRINTING ☐ EXTERNAL PRINTING ☐ OTHER: _____

Work in Progress File name and path:

			Final Sign Off	To Printer	Due Back from Printer

Job completed / filed / invoices returned (sign and final date): _____