

REQUISITION FOR PRINTING SERVICES

Printing and Associated Work



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REQUIRED BY SCHOOL/DEPT

A/C NO	Account	Fund	Organisation	Prog
	Sub Cl	Budget year	Project	

**PRINTING SERVICES
JOB NO.**

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

DATE SUBMITTED DATE REQUIRED DATE COMPLETED

SUBJECT OF PRINTING B&W PRINTING ONLY

NUMBER OF PAGES (TEXT)..... COPIES REQUIRED..... COLOUR PRINTING ONLY

COVER (FRONT ONLY - FRONT & BACK - INSIDE COVERS)..... B&W & COL. PRINTING
(AS PER SAMPLE)

FINISHED SIZE REQUIRED		PROOF REQUIRED <input type="checkbox"/>	FINISHING
A4 (210 X 297) <input type="checkbox"/>		PRINT SINGLE SIDE OF SHEETS <input type="checkbox"/> BOTH SIDES OF SHEETS <input type="checkbox"/>	FOLDING <input type="checkbox"/> (single sheets only):
A3 (297 X 420) <input type="checkbox"/>			Letterfold
A5 (148 X 210) <input type="checkbox"/>			Z fold
OTHER:			Single fold
PAPER COLOUR		BOARD COLOUR & WEIGHT	DRILLING <input type="checkbox"/>
WHITE <input type="checkbox"/>	GOLD <input type="checkbox"/>		2 Hole <input type="checkbox"/>
BLUE <input type="checkbox"/>	YELLOW <input type="checkbox"/>		3 Hole <input type="checkbox"/>
GREEN <input type="checkbox"/>	SAND <input type="checkbox"/>		4 Hole <input type="checkbox"/>
PINK <input type="checkbox"/>	LILAC <input type="checkbox"/>		5 Hole <input type="checkbox"/>
ORANGE <input type="checkbox"/>	RED <input type="checkbox"/>		
SPECIAL COLOUR:			
SPECIAL STOCK ORDERED			
SIZE	QUANTITY	PRICE	

COLLATE **DO NOT COLLATE**

AND: (TICK OR CIRCLE OPTIONS BELOW)

Staple top left corner

Staple left side portrait

Staple left side landscape

Wire binding

Perfect binding

Staple left side & tape

Saddle Stitch

Comb binding

Black

White

Collate only

SPECIAL INSTRUCTIONS

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OTHER

PAD

Sets of _____

Glue top/side _____

CUT OTHER:

Persons submitting material for printing need to be aware of their obligations under the *Copyright Act 1968*. Information concerning these obligations can be found at www.copyright.unsw.edu.au. Staff should familiarise themselves with *A Short Guide to Copyright for UNSW Staff*.

Please select one only:

- I declare that copying this material will not infringe copyright.
- I am authorised by _____ [name of person who prepared materials] to make a declaration on their behalf that copying this material will not infringe copyright.

NAME

SIGNATURE DATE

RETURN WORK TO (BLOCK LETTERS)

DEPARTMENT APPROVED BY

PHONE EXTENSION DESIGNATION

DELIVERY INSTRUCTIONS

Building.....

Room No.....

Level

Other details.....

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WORK COORDINATOR:

JOB NO.	SHEETS		PRODUCTION		COSTS	
MATERIALS	SIZE	WEIGHT	QTY (SHEETS)	RATE	\$	¢
1 WHITE PAPER						
2 TINTED PAPER						
5 WHITE BOARD						
6 TINTED BOARD						
7 COLOTECH						
11 CLEAR PLASTIC COVERS						
START/FINISH TIMES				OPERATOR INITIALS		
16 PREPARATION OF COPY						
16a MINI-PREP						
36 PUBLISHING STAFF						
OPERATION	SIZE	QTY (CLICKS)	START/FIN. TIMES	OPERATOR INITIALS		
COPIER:						
COPIER:						
COPIER:						
18 SADDLE STITCH						
19 PADDING/ASSEMBLE						
20 STAPLES USED						
21 TAPE/BIND						
22 COMB BINDING						
23 FOLD/PERFORATE						
24 DRILL/SHEETS						
25 NO. OF TRIMS/SHEETS						
30 CONTAINS COPYRIGHT						
34 SHRINK WRAP						
60 ELEC/DISK						
MISC						
	QTY PER CARTON	NO. OF CARTONS	DRIVER			
10 DELIVERY						
	TOTAL					
OUTSIDE WORK						
TYPE OF WORK						
TOTAL COST						
COMPLETED	/	/		<input type="checkbox"/> TOTAL		