

P³ DESIGN STUDIO – REQUISITION FORM STATIONERY



P³ DESIGN STUDIO USE ONLY

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P³ DESIGN STUDIO CONTACT P³ DESIGN STUDIO JOB NO.

P³ DESIGN STUDIO –

1st Floor, Mathews Building
(entrance opposite Bank Bldg)

Telephone: (02) 9385 2840

Facsimile: (02) 9385 1263

MUST BE COMPLETED

CLIENT DETAILS

School/Dept:					Date: / /
Account Code:	Account	Fund	Department Id	Prog	Due Date: / /
	Sub Cl	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:					
Authorisation Signature:			Position:	Dated: / /	

STATIONERY ORDER DETAILS

	Please tick	Quantity
WITH COMPLIMENTS SLIPS	<input type="checkbox"/> BLACK & WHITE	_____
	<input type="checkbox"/> COLOUR	_____
	<input type="checkbox"/> LOOSE LEAF <input type="checkbox"/> PAD (250 leaves)	_____
BUSINESS CARDS	<input type="checkbox"/> COLOUR	_____
A4 LETTERHEAD	<input type="checkbox"/> BLACK & WHITE	_____
	<input type="checkbox"/> COLOUR	_____
ENVELOPES	<input type="checkbox"/> GOLDKRAFT	_____
	<input type="checkbox"/> WHITE	_____
	<input type="checkbox"/> C4 (229x324mm) <input type="checkbox"/> DL (110x220mm)	_____
	<input type="checkbox"/> Other _____	_____
<input type="checkbox"/> Gummed flap	<input type="checkbox"/> Self-seal	<input type="checkbox"/> Peel and seal
DESIGN STUDIO USE ONLY	<input type="checkbox"/> "Standard" <input type="checkbox"/> "Executive"	

<p>Details to be Printed on Stationery Items <i>(eg Name, Title, Department, phone, fax, etc)</i></p> <p>USE 1 FORM PER PERSON (OR SCHOOL/DEPT) ONLY</p> <p><input type="checkbox"/> REPRINT ONLY – NO CHANGES</p> <p>(Please include sample if previously printed)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Please tick to request business cards be sent via Internal Mail</p> <p>Note: All UNSW stationery ordered in 2009 will include the 60th anniversary logo (excludes business cards)</p> <p style="text-align: center;">Celebrating 60 YEARS of extraordinary achievement</p>
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	B/W/Col	To Approval	Client OK	To Print	Date Due	Delivered
WITH COMPLIMENTS	B&W					
	COL.					
BUSINESS CARDS	COL.					
A4 LETTERHEAD	B&W					
	COL.					
ENVELOPES	B&W					
Job Completed						

This is a special stationery job. Do not charge "standard" or "executive" costs. Calculate charges for materials and suppliers as detailed below.

INTERNAL COSTS		
	Details	Costs
Couriers	<input type="checkbox"/> Std <input type="checkbox"/> VIP <input type="checkbox"/> Executive To: _____	<input type="checkbox"/> Std <input type="checkbox"/> VIP <input type="checkbox"/> Executive To: _____
"Standard" Preprinted Stock (used for special stationery job)	With Comps: Colour _____ B&W _____ Letterhead: Colour _____ B&W _____	QUANTITY QUANTITY
Stationery Balance		
Handling Cost		
Other (please detail)		
SUB-TOTAL OF ALL INTERNAL COSTS:		\$

EXTERNAL COSTS				
	Supplier name	Purchase Order No.	Invoice No.	Costs
Printing: external				
Printing: external				
Printing: external				
Printing: UNSW				
Printing: UNSW				
Printing: UNSW				
SUB-TOTAL OF ALL EXTERNAL COSTS:				\$

TOTAL COSTS	
TOTAL OF ALL INTERNAL AND EXTERNAL COSTS:	\$
INVOICING COMPLETED BY Initials: Date:	AUTHORISED BY Initials: Date:
Additional Invoicing Notes:	
NOTE FROM _____ : <input type="checkbox"/> Charge and return form to _____ <input type="checkbox"/> Charge and Close <input type="checkbox"/> Close Job – No charges	