

PRINT REQUISITION

Requisition No. **E**

Quote No.
(if quoted):

Date:

Date Required:

Jobs required on or by next working day attract a 10% surcharge

Print & Distribution Services

Phone (02) 4239 5111 Fax (02) 4271 7412

email printery-enquiries@uow.edu.au

CLIENT DETAILS

Department/Company:
Name of Requisitioner:
Phone: Fax:
Email:

DELIVERY DETAILS

Phone for pickup (indicate one): Yes No, see details below
or
Name:
Address (or UOW building/room):
Quantity to Bookshop (if applicable):

BILLING

UOW Account Number: - - -
Approved by (Head of Dept/other person having delegated Authority):

JOB DETAILS

Title of work:
Quantity required:
Size of paper in job (finished size): A4 A3 A5 DL
Other:

COVER

Cover material required:
Cover sides printed: double-sided single-sided
Printing: black & white full colour
Other:

TEXT PAGES

Numbered Pages:
Text sides printed: double-sided single-sided
Text paper colour/type:
Printed text: black & white full colour
Other:

SUPPLY

How are you supplying the Job: printed originals delivered to a printery location *PDF files are preferred*
PLEASE REMOVE STAPLES FROM ORIGINALS
 file emailed to printery-enquiries@uow.edu.au
please quote requisition number in email
 file is attached with this order

PROOFS

How would you like to see a proof? fax email hard copy

OTHER INSTRUCTIONS

STANDARD FINISHING

Do not collate Do not drill
 Collate without staple Drill 3 holes
 Collate & staple top left Drill 2 holes
 Collate & staple left side
 Collate & staple landscape

SPECIALTY FINISHING

Fold -indicate type required
 Two Letter Half
other:

Coil / bind
Wire
Comb: black white blue
 Clear plastic cover
Back cover: black white other

Collate and saddle staple

Collate, glue and tape left side
 Black Blue White other
(minimum number of sheets 15, maximum number of sheets 250)

Collate and perfect bind

Glue and pad In pads of
 Fanapart for NCR sets

Laminate

SPECIAL FINISHING REQUIREMENTS

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WHEN COMPLETE

Click to send this form via your email software

or

Click to print this form, so you can fax it