**REPROGRAPHICS REQUEST FORM**

**Please give as much notice as possible when submitting work for printing.**

PRINT NAME: DEPT:

ROOM NUMBER: DATE REQUIRED FOR :

(Please make sure that you enter a date)

\*PERSONAL CODE:\_ST (\*This code must be provided)

**This section is to be completed by Reprographics ONLY: The request for printing came by**

**Ticket Job No**:

**EMAIL REQUEST:**

□

PLEASE TICK REQUIREMENTS BELOW

All colour jobs must be approved by the budget holder

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 1 - STANDARD PRINTING** | | | | | |
| NUMBER OF COPIES REQUIRED |  | | | | |
| COPYING – Black & White |  | COPYING - Colour | | |  |
| SINGLE SIDE PRINT **(A3 or A4)** |  | DOUBLE SIDED PRINT **(A3 or A4)** | | |  |
| A4 stapled x 1 or 2 |  | A3 stapled x 1 | | |  |
| Colour paper (please state colour of paper if not normal WHITE paper) |  | | | | |
| **Section 2 - BOOKLETS PRINTING** | | | | | |
| A4 booklet finished |  | |  | |  |
| Cover required **(Please state colour)** |  | | | | |
| INSIDE COLOURED PAPER **(please**  **state the colour of paper if not white)** |  | | | | |
| **Section 3 – FINISHING AND POSTERS REQUEST** | | | | | |
| Spiral Booklet required **YES / NO** | | PVC (front & Back) **YES / NO** | | | |
| Laminating **(please circle size)** | | A3 A4 A5 **(if you require a different size please check first)** | | | |
| 2 Hole punching required **(please note that A3 booklets cannot be hole punched)** | | | |  | |
| Scan and Save **(please provide e-mail address)** | |  | | | |
| Posters **(A1, A2, Banners different sizes)** | |  | | | |
| Other Information - Reduce or Enlarged **(please state size required)** | | | | | |

**Date Received: Date completed:**