

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: _____