

PRINT SERVICES REQUEST

1) Originator:

Mr/Ms: Division/Branch/Unit:

Email: Document title:

2) Documents to be delivered to:

Mr/Ms:

Division/Branch/Unit: Ext.: Work station:

3) Document type:

Book <input type="radio"/> A4 volume from 40 to 248 sides Glue bound with cover	Booklet <input type="radio"/> i) A4 booklet from 8 to 40 sides Saddle stapling with cover <input type="radio"/> ii) A5 booklet from 8 to 20 sides Saddle stapling with cover	Fact sheet <input type="radio"/> i) A4 fact from 2 to 40 sides Saddle stapling <input type="radio"/> ii) A5 factsheet from 2 to 20 sides Saddle stapling
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No. of sides

Notepad <input type="radio"/> A5 Notepad glued 50 pages	Plotter (large scale printing) <input type="radio"/> W up to 120cm, L up to 200cm (Diatec Roll 180 Gm.) <input type="radio"/> W up to 150cm, L up to 200cm (HP Roll 200 Gm.) <i>Please specify size in additional notes below</i>	Poster <input type="radio"/> A3 (29.7x42cm) <input type="radio"/> SA3 (30.5x50.8cm)
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4) Printing details:

Proof copy: <input type="radio"/> Yes <input type="radio"/> No Total copies required: <input type="text"/>	Paper: Cover <input type="radio"/> Xerox Colotech 120 Gm. <input type="radio"/> Xerox Colotech 220 Gm. <input type="radio"/> Xerox Colotech 280/300 Gm.	Internal pages <input type="radio"/> Mondi /Nautilus 80 Gm. (recycled) <input type="radio"/> Xerox Colotech 90 Gm. <input type="radio"/> Xerox Colotech 120 Gm.
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Additional notes:

5) For visiting card requests only

<input type="radio"/> Visiting cards Please fill out separate template file available here	Authorizing officer's name: <input type="text"/> Signature: <input type="text"/>
Number of sets required: <input type="text"/>	<i>Please note a set is composed of 104 visiting cards</i>

Authorizing officer
Signature

Date