

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
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