

# PRINTING ORDER FORM

Date Submitted

Required Date

Job Number

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via Gate 11 Botany Street, Level 1, 157 Mathews Building, Kensington, NSW 2052

Please use Adobe Acrobat Reader (free to download from [here](#)) or a full version of Adobe to complete this form

T: (02) 9385 3222 E: [unswprint@unsw.edu.au](mailto:unswprint@unsw.edu.au)

## CLIENT DETAILS (Required prior to order being processed)

Submitted by		Tel/Extn.		Email		
Position/Title		School/Department		Building/Location No.		Room
Address			City		State	P/Code

Please ensure that you also complete all details on the reverse of this form

## JOB SUMMARY

Pages	Quantity	Flat Size	Finished Size	Product ID/File Names					
<input type="checkbox"/> PDF Proof Required <small>* Allow 24 hours</small>	Proof Approved	Date	<input type="checkbox"/> Quote Accepted	Date					
<input type="checkbox"/> Hardcopy of File Provided*	<input type="checkbox"/> File Emailed/Attached*	<input type="checkbox"/> File provided on USB*	<small>* Originals to be returned when order completed.</small>						
Finished Size									
<input type="checkbox"/> A4 <small>(210 x 297)</small>	<input type="checkbox"/> A0 <small>(841 x 1189)</small>	<input type="checkbox"/> A1 <small>(594 x 841)</small>	<input type="checkbox"/> A2 <small>(420 x 594)</small>	<input type="checkbox"/> A3 <small>(297 x 420)</small>	<input type="checkbox"/> A5 <small>(148 x 210)</small>	<input type="checkbox"/> B0 <small>(1000 x 1414)</small>	<input type="checkbox"/> DL <small>(100 x 210)</small>	<input type="checkbox"/> Other	

## PRINTING SERVICES

Cover # Pages	Cover # Quantity	Cover Printing		Cover Page Orientation		Cover Printing Preference	
		<input type="checkbox"/> Colour	<input type="checkbox"/> Black & White	<input type="checkbox"/> Portrait	<input type="checkbox"/> Landscape	<input type="checkbox"/> Duplex	<input type="checkbox"/> Single Sided
Cover Paper Weight - White Only						Cover Paper Type	
<input type="checkbox"/> Self Cover * <input type="checkbox"/> 100gsm <input type="checkbox"/> 160gsm <input type="checkbox"/> 170gsm <input type="checkbox"/> 200gsm <input type="checkbox"/> 250gsm <input type="checkbox"/> 300gsm <input type="checkbox"/> 350gsm <input type="checkbox"/> Other						<input type="checkbox"/> Matt <input type="checkbox"/> Satin <input type="checkbox"/> Gloss	
<small>(* Refer text pages section)</small>							
Cover Paper Tint (Non standard stock available on request)							
<input type="checkbox"/> White <input type="checkbox"/> Orange <input type="checkbox"/> Sand <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> Lilac <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Other							
Text # Pages	Text # Quantity	Text Printing		Text Page Orientation		Text Printing Preference	
		<input type="checkbox"/> Colour	<input type="checkbox"/> Black & White	<input type="checkbox"/> Portrait	<input type="checkbox"/> Landscape	<input type="checkbox"/> Duplex	<input type="checkbox"/> Single Sided
Text Paper Weight (Standard 80gsm recycled paper will be used when no selection is made)							
<input type="checkbox"/> Self cover occurs when the cover paper weight and text paper weight are the same. Select required paper/cover weight below.							
<input type="checkbox"/> 80gsm <input type="checkbox"/> 100gsm <input type="checkbox"/> 120gsm <input type="checkbox"/> 160gsm <input type="checkbox"/> 170gsm <input type="checkbox"/> 200gsm <input type="checkbox"/> 250gsm <input type="checkbox"/> 300gsm <input type="checkbox"/> 350gsm <input type="checkbox"/> Other							
Text Paper Tint (Non standard stock available on request)						Text Paper Finish	
<input type="checkbox"/> White <input type="checkbox"/> Orange <input type="checkbox"/> Sand <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> Lilac <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Other						<input type="checkbox"/> Matt <input type="checkbox"/> Gloss	

## FINISHING SERVICES

Binding											
<input type="checkbox"/> 1 Staple top left	<input type="checkbox"/> 2 staples portrait	<input type="checkbox"/> 2 staples landscape	<input type="checkbox"/> Comb	<input type="checkbox"/> Wire	<input type="checkbox"/> Spiral	<input type="checkbox"/> Tape	<input type="checkbox"/> Staple & tape	<input type="checkbox"/> Saddle stitch	<input type="checkbox"/> Perfect Binding	<input type="checkbox"/> Digicoil	<input type="checkbox"/> Other
Folding						Drill/Punch					
<input type="checkbox"/> DL/Letter	<input type="checkbox"/> Half	<input type="checkbox"/> Z	<input type="checkbox"/> Other			<input type="checkbox"/> 2 holes	<input type="checkbox"/> 3 holes	<input type="checkbox"/> 4 holes	<input type="checkbox"/> Other		
Lamination:				Tabs							
<input type="checkbox"/> Matt	<input type="checkbox"/> Gloss			<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 10	<input type="checkbox"/> 15	<input type="checkbox"/> Other		
Other Finishing											
<input type="checkbox"/> Glued Pad	<input type="checkbox"/> PVC Cover	<input type="checkbox"/> PVC Cover Front & Back	<input type="checkbox"/> Black Backboard	<input type="checkbox"/> 4 Hole White Binder 50mm	<input type="checkbox"/> 4 Hole White Binder 65mm	<input type="checkbox"/> Other					
Additional Finishing Requirements											
<input type="checkbox"/> Variable Data	<input type="checkbox"/> Shrinkwrap	<input type="checkbox"/> Banding	<input type="checkbox"/> Foiling	<input type="checkbox"/> Perforation	<input type="checkbox"/> OCR Numbering						
<input type="checkbox"/> UV Spot	<input type="checkbox"/> Machine Varnish	<input type="checkbox"/> Sequential Numbering	<input type="checkbox"/> Aqueous	Qty per Pack							

## SPECIAL INSTRUCTIONS

## PAYMENT METHOD

<input type="checkbox"/> Account (Please complete details below)	<input type="checkbox"/> EFTPOS	EFTPOS Payment Received (Date):	<input type="text"/>		
Financial Approver:	<input type="text"/>				
Position/Title:	<input type="text"/>				
Authorised by:	<input type="text"/>				
Date:	<input type="text"/>				
Account	Fund	Department ID	Program	Class	Project

## COPYRIGHT DECLARATION

Submitted by: <input type="text"/>	Persons submitting material for printing need to be aware of their obligations under the <i>Copyright Act 1968</i> . Information concerning these obligations can be found at <a href="http://www.copyright.unse.edu.au">www.copyright.unse.edu.au</a> . Staff should familiarise themselves with <i>A Short Guide to Copyright for UNSW Staff</i> .
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<input type="checkbox"/> I declare that copying this material will not infringe copyright.	Authorised by: <input type="text"/>
<input type="checkbox"/> I am authorised to make a declaration on their behalf that copying this material will not infringe copyright	

## DELIVERY OPTIONS

<input type="checkbox"/> Delivery Required *	Deliver to <input type="text"/>	Address <input type="text"/>	<input type="checkbox"/> Collect Order			
<small>* Delivery charges will apply</small>						
Date Delivered	Building/Location No.	Room	City	State	P/Code	Date Collected
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special Delivery Instructions			Received by <input type="text"/>			
<input type="text"/>						