

DISPLAY BANNER ORDER FORM

Date Submitted	Required Date	Job Number	Quote #	Job Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

via Gate 11 Botany Street, Level 1, 157 Mathews Building, Kensington, NSW 2052
T: (02) 9385 3222 E: unswprint@unsw.edu.au

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

Submitted by		Tel/Extn.		Email		
<input type="text"/>		<input type="text"/>		<input type="text"/>		
Position/Title		School/Department		Building/Location No.		Room
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

PAYMENT METHOD

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

COPYRIGHT DECLARATION

Submitted by:	<input type="text"/>	<small>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 www.copyright.unsw.edu.au. Staff should familiarise themselves with <i>A Short Guide to Copyright for UNSW Staff</i>.</small>
Please select one only:		
<input type="checkbox"/> I declare that copying this material will not infringe copyright.	Title/Position:	<input type="text"/>
<input type="checkbox"/> I am authorised to make a declaration on their behalf that copying this material will not infringe copyright	Authorised by:	<input type="text"/>

REQUEST DETAILS

Job Title		Quantity	<input type="checkbox"/> Quote
<input type="text"/>		<input type="text"/>	<input type="checkbox"/> PDF Proof
			<input type="checkbox"/> Hardcopy Proof

Pull Up Banner Type (Polypropylene)

<input type="checkbox"/> Premium pull up banner <small>(2000 x 830mm)</small>	<input type="checkbox"/> Deluxe pull up banner <small>(2000 x 850mm)</small>	<input type="checkbox"/> Dual deluxe pull up banner <small>(2000 x 850mm)</small>	<input type="checkbox"/> Mini exhibition banner A4	<input type="checkbox"/> Mini exhibition banner A3
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Other Display

<input type="checkbox"/> "A" Frame	<input type="text"/>	<input type="checkbox"/> Snap Frame	<input type="text"/>	<input type="checkbox"/> Foam Core Mount	<input type="checkbox"/> Outdoor Poster Stand	<input type="text"/>
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SPECIAL INSTRUCTIONS

File Specifications (Important - Please Read)

Ensure that the file is 300dpi of actual image size and with 5mm bleed on right/left and 20mm bleed on top/bottom of the banner. PDF and JPEG in CMYK accepted.

GREEN PRINT CENTRE USE ONLY

Item	To Approval	Client OK	To Print	Date Due	Delivered	Job Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DELIVERY OPTIONS

<input type="checkbox"/> Delivery Required *	Deliver to	Address		Date Delivered		
	<input type="text"/>	<input type="text"/>		<input type="text"/>		
<small>* Delivery charges will apply</small>	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="checkbox"/> Collect Order	Special Delivery Instructions			Received by		
	<input type="text"/>			<input type="text"/>		