

uniprint NT PRINTING REQUISITION

Charles Darwin University, Darwin NT 0909 • Email: uniprint@cdu.edu.au
Telephone: (08) 8946 6308 • Facsimile: (08) 8946 6302

ENQUIRIES
PLEASE
QUOTE THIS
NUMBER

OFFICE USE ONLY

Invoice No.
Job No. _____
Cost _____
Date submitted: _____
Stock issued: Date: ___/___/___

DATE REQUIRED _____

JOB TITLE _____

JOB DETAILS No. of Copies Required _____ CONFIDENTIAL
Size A5 A4 A3 Other _____ x _____ Finished printing 1 side 2 sides

Cover Card/Bond Front/Back Plastic Front/Back (Circle selection)
Cover Stock (Colour) _____ GSM _____
 Full Colour Front/Back Black Front/Back Special Colours (PMS) _____ Front/Back

Text Bond Matt Art Acid Free Colour _____ GSM _____
 Full Colour Front/Back Black Front/Back Special Colours (PMS) _____ Front/Back

Carbonless Number per Pad/Book _____ Duplicate Triplicate Quadruplicate
Numbering Start Number _____

SPECIAL INSTRUCTIONS _____

OFFICE USE ONLY - PROOFING

OUT _____ IN _____
OUT _____ IN _____
OUT _____ IN _____
OUT _____ IN _____

ARTWORK How have you supplied the material? Hardcopy Via Network Disk (Mac / PC)
If supplied via network or on disk please specify the following: Application: _____
Filename (s): _____

BINDING / FINISHING

Do not Collate Collate only Do not staple Collate and staple top left left side Collate & staple wide/landscape 1 2 staples Drill holes 2 3 4 Shrink Wrap Individual

Staple & Tape Perfect Temp Bind Collate & Saddle Staple Two fold Letter fold Half fold

Perforate Comb Bind Spiral Bind Glue & Pad in pads of _____ Mail merge Envelope inserting Laminating A4 A3 Other _____

Case Bind (Thesis) Colour _____ Gold Blocking (If yes, fill out & attach Blocking Instruction sheet)

STATIONERY
Envelopes DL (110x220) Plain Window _____ Boxes of 500
C4 (229x324) Plain _____ Boxes of 250
Other Size _____ Quantity _____ Boxes

Business Cards _____ x _____ names/kind (per 100) = TOTAL _____
Letterhead Generic Personalised _____ (per 500 sheets A4)
With Compliments Generic / 50 sheets Personalised _____ (min 250 sheets)

COPYRIGHT DECLARATION Is this material copyright? Yes No
NOTE: The Requisitioning Officer / Client is entirely responsible for Copyrights where copyright is applicable
SIGNATURE _____

REQUISITIONING OFFICER: _____ DEPARTMENT / CLIENT: _____
(Please print name & sign copyright declaration above)

Phone No: _____ Facsimile No: _____ Email: _____

PAYMENT / COST CODES
 JOURNAL (complete code at right)
 INVOICE CASH

AREA																			

AUTHORISATION TO INCUR EXPENSE
SIGNATURE _____ PLEASE PRINT NAME _____

DELIVERY INSTRUCTIONS
 Deliver Client to collect Overnight bag Email Other _____
Name: _____ Email: _____ Tel/Ext No: _____
Department / Company: _____ Building / Address: _____

GOODS RECEIVED Signed: _____ Date: ___/___/___
Original - uniprint NT • Duplicate - Client