

## CHRISTMAS CARD QUICK ORDER

Purple 4, Charles Darwin University, Darwin NT 0909 Email: uniprint@cdu.edu.au • Telephone: (08) 8946 6308 • Facsimile: (08) 8946 6302

	Job No
	Cost
	Date submitted:
DATE REQUIRED	Date submitted:
Minimum order all cards = 50	
_	
Colour	
]	
1	

OFFICE USE ONLY

Invoice No.

				DATE REQUIRE	D
CARD CODE & TITLE					
QUANTITY				Minir	mum order all cards = 50
OVERPRINT REQUIRED	☐ YES	☐ NO			
INK COLOUR	☐ Black	☐ PMS		Colour	
VERSE	☐ Standard	Verse No.			
	☐ Signature (	please supply as	hardcopy)		
	Personalise	d message (write	e/type message	in box below)	



**NOTE:** All cards are blank inside with generic/blank envelope supplied

REQUISITIONING OFFIC	Phone No: DEPARTMENT / CLIENT:  (Please print name & sign copyright declaration above)  Facsimile No: Email:				
PAYMENT / COST CODES	JOURNAL (complete code at right) INVOICE CASH  AREA  ACTIVITY  ACCOUNT SUB ACCOUNT ENTITY				
AUTHORISATION TO INCUR EXPENSE	I, am an authorised signee on the above account				
DELIVERY INSTRUCTIONS	Deliver Client to collect Overnight bag Email Other  Name: Email: Tel/Ext No:				
	Department / Company: Building / Address:				