

# BUSINESS CARD & STATIONERY ORDER FORM



Date Submitted

Required Date\*

Job Number

Quote N#

Total Cost

KONICA MINOLTA

PRINT CENTRE

PRINT CENTRE

PRINT CENTRE

RESET  
FORM

\*UNSW Print Centre at all times will endeavour to meet your due by date, For firm production times please email or call

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	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Position/Title		School/Department		Building/Location No.	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
				Room	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

## PAYMENT METHOD

Account (Please complete details below)  EFTPOS EFTPOS Payment Received (Date):

Financial Approver:  Authorised by:

Position/Title:  Date:

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"/>

**Envelopes** - Includes SS B&W Overprint. For Colour please ask for a quote - provided "Secretive" unless otherwise specified

Size	Seal	Style	Colour	Qty
DL (110x220) Box 500				
DLX (120x235) Box 500				
C5 (162x229) Box 500				
C4 (229x324) Box 250				
C6 (114x162) Box 500				
Other*				

\*Please specify

**With Compliments Slips** Qty ( 250)

Padded (250 leaf)	250	500	1000
Loose leaf (250 leaf)			

**Letterhead**

Request Quote

**Business Cards** min order 250 cards, standard size 90mm x 55mm

<p><b>UNSW Branded Cards</b> - 350gsm Ecostar 100% Recycled *Printed Double Sided using standard templates, Cello NA</p> <p><b>CHOOSE 1 Front &amp; 1 Back</b> (refer to style guide available from the print center)</p> <table border="1"> <tr> <td>Front 1</td> <td>Front 2</td> <td>Back 1</td> <td>Back 2</td> </tr> <tr> <td>Back 3</td> <td>Back 4</td> <td>Back 5</td> <td>Back 6</td> <td>Back 7</td> </tr> </table>	Front 1	Front 2	Back 1	Back 2	Back 3	Back 4	Back 5	Back 6	Back 7	<p><b>NON UNSW Branded Cards</b></p> <p><b>Standard</b> - 350gsm Satin Board *Cello available</p> <p><b>Premium</b> - 350gsm White Knight *Cello NA</p> <p><b>Environmentally Friendly</b> 300gsm Envirocare 100% Recycled *Cello NA</p> <p>350gsm Ecostar 100% Recycled *Cello NA</p>
Front 1	Front 2	Back 1	Back 2							
Back 3	Back 4	Back 5	Back 6	Back 7						

**OPTIONS** **Quantity** **Kinds**

Gloss Cello	Matte Cello
Single Sided	Double Sided

**NOTES:**

**Details to appear on stationery** (EG, Name, Title, Department, Phone, Email etc)

## Office use only

Desktop Publishing	Client OK	To Print	Setup Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## DELIVERY OPTIONS (ON UNSW CAMPUS ONLY) \* Outside Campus or large bulky orders, charges apply. Check first

Delivery Required *	Deliver to	Address			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Collect from Print Centre	Building/Location No.	Room	City	State	P/Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Delivered	Special Delivery Instructions	Received by			
<input type="text"/>	<input type="text"/>	<input type="text" value="Signature"/>			

Collect Order

Date Collected:

Received by: