

CERTIFICATE ORDER FORM



KONICA MINOLTA

| | | | | |
|----------------|---------------|-----------------------------------|--------------------------------|-----------------------------------|
| Date Submitted | Required Date | Job Number <i>PRINT CENTRE</i> | Quote # <i>PRINT CENTRE</i> | Total Cost <i>PRINT CENTRE</i> |
|----------------|---------------|-----------------------------------|--------------------------------|-----------------------------------|

RESET FORM

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

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"/> |

APPROVAL TO PRODUCE CERTIFICATE/S (Both Signatures are Mandatory)

| | | |
|---|--|--|
| Head of School/ Department/Centre: | <input type="text" value="Print Full Name"/> | <input type="text" value="Signature"/> |
| Dean/Vice-Chancellor or Registrar's Nominee: | <input type="text" value="Print Full Name"/> | <input type="text" value="Signature"/> |

APPROVAL TO USE ELECTRONIC SIGNATURES

| | | | |
|---------------------------------------|---|---|--|
| Head of School/ Department/Centre: | <input type="text" value="Print Name"/> | <input type="text" value="Title/Position"/> | <input type="text" value="Signature"/> |
| Dean/Vice-Chancellor's Nominee: | <input type="text" value="Print Name"/> | <input type="text" value="Title/Position"/> | <input type="text" value="Signature"/> |

CERTIFICATE DETAILS

| | | | | |
|--|----------------------|----------------------|---|---|
| Name of Certificate Course/Achievement | # of Certificates | Type of Certificates | Duration of Course <i>Date/s/Total Hours</i> | Date for the Certificate <i>Optional</i> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

(Please attach sample if previously printed or if there are multiple types. Email list of names to DTP operator to start job)

† Type of Certificate:

TYPE A (UNSW Testamur Security Stock) TYPE B (Colour Shield on Parchment Stock) TYPE C (Black & White Shield on Parchment Stock)

Additional Products/Services (Tick Appropriate Boxes)

Plastic pocket & backing board Client to Insert: Presentation Folders

Print Centre to Insert:

| Item | To Approval | Client OK | To Print | DTP Time |
|------|-------------|-----------|----------|----------|
| | | | | |

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

Delivery Required * Deliver to Address Date Delivered

* Delivery charges will apply Building/Location No. Room City State P/Code Date Collected

Collect Order Special Delivery Instructions Received by