

# CREATIVE SERVICES ORDER FORM

Date Submitted	Required Date	Job Number <i>PRINT CENTRE</i>	Quote# <i>PRINT CENTRE</i>	Cost <i>PRINT CENTRE</i>
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Please use Adobe Acrobat Reader (free to download from [here](#)) or a full version of Adobe to complete this form

## 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):

Position/Title:       Date:

Financial Approver:       Authorised by:

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:

Please select one only:

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Title/Position:

Authorised by:

## REQUEST DETAILS

Job Title:

Type of Job/Publication:

Images Supplied?     Yes     Quote  
 No     PDF Proof  
 Hardcopy Proof

## GREEN PRINT CENTRE USE ONLY

Graphic Design     Desktop Publishing     Offset Printing Setup     Web Design     HTML Email     eBook

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

## SPECIAL INSTRUCTIONS (Please use this section or a new design form to provide information of any other jobs for the same project)