

DISPLAY BANNER ORDER FORM



Date Submitted	Required Date*	Job Number	Quote #	Job Number
		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 T: (02) 9385 3222 E: unswprint@unsw.edu.au

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.	
<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"/>

COPYRIGHT DECLARATION

Submitted by:

Please select one only:

I declare that copying this material will not infringe copyright.

I am authorised to make a declaration on their behalf that copying this material will not infringe copyright

Persons submitting material for printing need to be aware of their obligations under the *Copyright Act 1968*. Information concerning these obligations can be found at www.copyright.unse.edu.au. Staff should familiarise themselves with *A Short Guide to Copyright for UNSW Staff*.

Title/Position:

Authorised by:

JOB DETAILS

Job Title	Quantity	<input type="checkbox"/> Quote
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> PDF Proof
		<input type="checkbox"/> Hardcopy Proof

Pull Up Banners (printed on 440gsm gray blockout polypropylene, supplied with stand, pole and carry bag)

Premium pull up banner Standard silver base (2060 x 850mm)	Deluxe pull up banner Heavy duty base (Black or Silver) (2060 x 850mm)
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Other Display

"A" Frame (suitable for an A1 print)

Snap Frame (suitable for an A1 print)

Supplying Artwork (Important - Please Read)

*We prefer "Print Ready" PDF files in CMYK, with 5mm bleed and crop marks. Please ensure that images and graphics are minimum 300dpi at actual image size (100%)
Banners require 20mm at the top for the header bar and 60mm at the bottom for the roll unit. Images/graphics that you want to see must not be included in this area.

SPECIAL INSTRUCTIONS

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

Collect Order Building/Location No. Room City State P/Code Date Collected

Special Delivery Instructions:

Received by: