

POSTER PRINTING ORDER FORM



KONICA MINOLTA

Date Submitted	Required Date*	Job Number	Quote N#	Cost
		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. 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:

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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

Title/Position:

Authorised by:

REQUEST DETAILS

Job Title	# of Originals	Copies	Printing	Orientation
<input type="text"/>	<input type="text"/>	<input type="text"/>	Quote Just Print it!	Black & White Portrait Colour Landscape

Finished Size	A0 841mm x 1189mm	Custom size	ADD	ARTWORK 1	PDF File Name
A2 420mm x 594mm	B1 707mm x 1100mm	Enter Dimensions	Mount to 5mm foamboard	ARTWORK 2	PDF File Name
A1 594mm x 841mm	B0 1000mm x 1414mm		Laminate	<ul style="list-style-type: none"> File Specifications (Important - Please Read) We require print ready PDF files with 3mm bleed and crop marks at actual size with images at a minimum 300dpi. All fonts embedded or converted to outlines. Please flatten to one layer and delete other layer(s). To check the resolution of your PDF, view the file in Actual Size. 	
Stock / Substrate (Other stocks available on request)			Hot Encapsulate		
White Bond 80gsm (Plans & linework)		Photographic Gloss 267gsm	Gloss Matte		
Hi-Res Coated Matte 160gsm		Photographic Satin 267gsm	Cold (for mounted boards)		
Canvas Premium Matte 340gsm		Polyester Fabric	Gloss Matte		

SPECIAL INSTRUCTIONS

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

Delivery Required * Deliver to Address

* Delivery charges will apply

Date Delivered

Building/Location No. Room City State P/Code

Special Delivery Instructions Received by

DELIVERY CONFIRMATION

Date Collected Received by

Collect Order