

PRINTING ORDER FORM



Date Submitted	Required Date*	Job Number	Quote Ref#	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"/>	<input type="text"/>

PAYMENT METHOD

Account (Please complete ALL details below) EFTPOS Payment Received

Financial Approver: Authorised by: Date:

Account	Fund	Department ID	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

JOB SUMMARY

Job Description (What are we printing?)				Quote Required	Quote Accepted	Date
Original Page Count	No. Copies	Flat Size	Finished Size when trimmed or folded	*Allow 24 hours	<input type="text" value="Signature"/>	
Single Sided	Colour	Select your stock		Hard Copy Proof	Proof Approved	Date
Double Sided	B&W			1st 2nd Final	<input type="text" value="Signature"/>	
				ARTWORK 1	<input type="text" value="PDF File Name"/>	
				ARTWORK 2	<input type="text" value="PDF File Name"/>	

BOOKLET PRINTING (Saddle Stitched Books must be supplied in multiples of 4 Pages)

COVER Self Cover or add cover				Cover Page Orientation		
Colour	B&W	Double Sided	Single Sided	Portrait	Landscape	
Select your stock				Cover Stock		
Cover				White	Coloured	
A4 Coloured Stock 160gsm		A3 Coloured Stock 120gsm				
INSIDE PAGES				PUR / Perfect Binding (Covers ONLY on 300/350gsm Satin)		
Text Stock		Text Page Orientation				
Colour	B&W	White	Coloured	Portrait	Landscape	
Select your stock				Text Printing Preference		
				Double Sided	Single Sided	
A4 Coloured Stock 80gsm		A3 Coloured Stock 80gsm				
				COVER	Matte cello	Gloss cello
<ul style="list-style-type: none"> All artwork MUST be supplied "print ready" with 3mm bleed and crop marks. Readers spreads will not be accepted Hard copy Original Sent via Email / Upload USB / other Provided UNSW Print Centre to Create *Charges apply Book must be supplied in multiples of 4 Pages - Min page count inc. 4PP cover 32PP Allow for spine width in artwork 						

FINISHING SERVICES

<input type="checkbox"/> Binding	<input type="checkbox"/> Drill	<input type="checkbox"/> Binder	<input type="checkbox"/> Folding
<input type="checkbox"/> Staple	<input type="checkbox"/> Other	<input type="checkbox"/> Lamination	

SPECIAL INSTUCTIONS

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

<input type="checkbox"/> Deliver	<input type="checkbox"/> Collect
Deliver to	Received by
Room	<input type="text" value="Name"/>
Building/Location No.	<input type="text" value="Signature"/>
<input type="text"/>	Date <input type="text"/>
Received by	
<input type="text" value="Name"/>	
<input type="text" value="Signature"/>	
Date <input type="text"/>	

QA Check - Specifications

Paper	Printing Header	Simplex/Duplex	Size	Weight	#Pages	# Copies	Completed
White	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
White	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
White	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
White	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
Tinted	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
Cover	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					
Insert	Per Book _____						
Tabs	T view _____	Set Per Book _____					
Parchment	<input type="checkbox"/> B/W <input type="checkbox"/> COL	<input type="checkbox"/> S/S <input type="checkbox"/> D/S					

QA Check Stock / Quality / Finishing

OPERATOR	PRODUCTION	FINISHING

QA Check Quality / Quantity

Staples	<input type="checkbox"/> Corner <input type="checkbox"/> Dual		
Saddle	<input type="checkbox"/> Manual <input type="checkbox"/> Machine		
Drill	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Manual		
Fold	<input type="checkbox"/> DL <input type="checkbox"/> Z <input type="checkbox"/> 1 Fold		
Guillotine	<input type="checkbox"/> 15min <input type="checkbox"/> 30min <input type="checkbox"/> 45min <input type="checkbox"/> 60min		
Other	<input type="checkbox"/> Shrink <input type="checkbox"/> Laminate <input type="checkbox"/> A4 <input type="checkbox"/> A3		
Binding	<input type="checkbox"/> Comb <input type="checkbox"/> Wire <input type="checkbox"/> Spiral <input type="checkbox"/> Tape		
Boxes			

Delivery

Name:	# of Boxes	Delivery Date:
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