

# THESIS 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>
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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

Please use Adobe Acrobat Reader (free to download from [here](#)) or a full version of Adobe to complete this form

T: (02) 9385 3222 E: [unswprint@unsw.edu.au](mailto: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.	
<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"/>

## REQUEST DETAILS

No. Pages	No. Copies	Text Printing	Text Page Orientation	Text Printing Preference
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Colour <input type="checkbox"/> Black & White	<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape	<input type="checkbox"/> Duplex <input type="checkbox"/> Single Sided

Text Paper Weight      **Other Options**

80gsm     100gsm     Printing & Binding     Binding Only     Other

Hard Cover Colours (One selection only per order)

Black (2011)	Burgundy (2001)	Dark Blue (2082)	Dark Brown (2036)	Green (2008)
Dark Green (2034)	Dark Grey (2596)	Dark Orange (2003)	Navy Blue (2014)	Orange (2086)
Grey (2013)	Light Brown (2085)	Lime Green (2007)	Rust (2079)	
Purple (2017)	Red (2000)	Royal Blue (2004)	Yellow (2087)	
Sky Blue (2005)	Teal (2019)	White (2595)	Dark Burgundy (2081)	Other <input type="text"/>

**Cover Information**     Embossed Border      **Foil Colour of Text on Cover & Spine**    Silver    Gold

UNSW Crest     Text on Front Cover   

**Spine Information** (Be **CAREFUL** on the information that you provide here.)

Name on Spine:       University:

Degree:       Year:

## 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

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

Special Delivery Instructions      Received by