

Print Unit



University
of
St Andrews

Printing Request Form

Please complete Items 1-30 and use
BLOCK CAPITALS where applicable

1. Date	2. Date required	3. Job No	Pr <input style="width: 100px;" type="text"/>
4. Charge to Cost Centre OR Research Project N ^o	<input style="width: 100px;" type="text"/>	5. Detail Code	<input style="width: 100px;" type="text"/>
6. Analysis code (optional)	<input style="width: 100px;" type="text"/>	30. Extension No	<input style="width: 100px;" type="text"/>
7. Name and / or Dept. Order No	<input style="width: 100%; height: 20px;" type="text"/>		
8. Job title (e.g. poster, leaflet etc.)	<input style="width: 100%; height: 20px;" type="text"/>		
9. Department	<input style="width: 100%; height: 20px;" type="text"/>		
10. Number of original's to copy per Job	Job 1	2	3
11. Quantity of each	4	5	6
12. Colour copying <input type="checkbox"/>	14. Printed <input type="checkbox"/>	16. Sets <input type="checkbox"/>	18. Stacks <input type="checkbox"/>
13. Lamination <input type="checkbox"/>	15. Photocopied <input type="checkbox"/>	17. Staple <input type="checkbox"/>	19. Reduce to <input type="checkbox"/>
			20. Collect <input type="checkbox"/>
			21. Deliver <input type="checkbox"/>

CATEGORY OF WORK

22. Departmental admin.	<input type="checkbox"/>
23. Teaching material	<input type="checkbox"/>
24. Research	<input type="checkbox"/>
25. Staff -Teach/Res	<input type="checkbox"/>
26. Student -Teach/Res	<input type="checkbox"/>
27. Staff private	<input type="checkbox"/>
28. Student private	<input type="checkbox"/>
29. Commercial	<input type="checkbox"/>

OTHER REQUIREMENTS

Printing will normally be finished double sided in white Bond unless otherwise requested.
Where possible a sample should be enclosed.

Estimated cost £.....

For Departmental use only	Date started	Date finished	Hours	Rate	£	p														
Preparation																				
Metal plates																				
Printing	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>No of originals</td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> </tr> <tr> <td>No of copies</td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> <td><input style="width: 20px;" type="text"/></td> </tr> </table>		No of originals	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	No of copies	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	Preparation Time			
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Total No of first copies.....@..... Total No of copies@.....																				
Colour printing	Printing time																			
Finishing																				
Materials		£	p																
Quality Control - all work must be checked and signed off by originator and another.			<i>Materials Total</i>																	
1. Originator	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Self Supply <input type="checkbox"/>	Sub Total																
2. Other	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>			VAT															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><i>Comments</i></td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </table>					<i>Comments</i>				Total											
			<i>Comments</i>																	