



JOB NO.

Reprographic RequestForm

Client Details:

Name Louise Collins	Tele/ext. number 2633	EXPENDITURE CODE <i>(Must be submitted with order)</i>								
Department Name Member Support		7	4	3	7	S	B	1	4	0

Please complete the following *specific* requirements:

Date:	Date Required	Service Level Required-please indicate	Completion Details
26/08/15	26/08/15	(1595) URGENT Same day <input checked="" type="checkbox"/>	Phone when ready <input type="checkbox"/>
		(1596) STANDARD Next Day <input type="checkbox"/>	Will collect <input checked="" type="checkbox"/>
		(1597) NON-STANDARD As Agreed <input type="checkbox"/>	Delivery required <input type="checkbox"/>

Description of Work required:
Finance and Resources Agenda (front Page Blue, the remainder in white).

Black & White	
No. of originals: 83	No. of copies required: 6

Print Specifications:	Paper Details:
Single Sided	White <input type="checkbox"/>
Double Sided <input checked="" type="checkbox"/>	Other (Please specify):
A4 (297 x 210 mm) <input checked="" type="checkbox"/>	NCR-2 Part
A3 (420 x 297 mm)	NCR-3 Part

Finishing Requirements:									
Binding		Laminating		Hole Punched		Stapling		Other	
Comb		A5		2 hole	<input checked="" type="checkbox"/>	Top Left		Guillotine	
Slide		A4		4 Hole		2 Left	<input checked="" type="checkbox"/>	Fold	
PVC Cover		A3						Booklet	
Card Cover		Other:		Other:		Other:		Pad	

Reprographics use only

1 st off	Mid	Final

Service Level Achievement	
MET	FAILED

