# Requisition for Printing Services

**Printing and Associated Work**

**REQUIRED BY SCHOOL/DEPT:** Economics

**PRINTING SERVICES JOB NO.:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Organisation</th>
<th>Prog</th>
</tr>
</thead>
<tbody>
<tr>
<td>644</td>
<td>SUI 101</td>
<td>FBS 21</td>
<td>0000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Cl</th>
<th>Budget year</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>2007</td>
<td>P911607</td>
</tr>
</tbody>
</table>

**DATE SUBMITTED:**

**DATE REQUIRED:**

**DATE COMPLETED:**

**SUBJECT OF PRINTING:**

**NUMBER OF PAGES:**

**COPIES REQUIRED:**

**FINISHED SIZE REQUIRED:**
- A4 (210 X 297) [ ]
- A3 (297 X 420) [ ]
- A5 (148 X 210) [ ]
- OTHER [ ]

**PRINT:**
- SINGLE SIDE OF SHEETS [ ]
- BOTH SIDES OF SHEETS [ ]
- BOTH SIDES OF SHEETS [ ]

**FINISHED SIZE REQUIRED:**
- A4 (210 X 297) [ ]
- A3 (297 X 420) [ ]
- A5 (148 X 210) [ ]
- OTHER [ ]

**BOARD COLOUR:**

**SPECIAL STOCK ORDERED:**
- SIZE [ ]
- QUANTITY [ ]
- PRICE [ ]

**SPECIAL INSTRUCTIONS:**

<table>
<thead>
<tr>
<th>COLLATE &amp; STAPLE</th>
<th>TOP LEFT CORNER</th>
<th>COLLATE</th>
<th>ONLY</th>
<th>FOLD</th>
<th>PAD</th>
<th>CUT</th>
<th>DRILL</th>
</tr>
</thead>
</table>

**FOLDING (single sheets only):**
- Letterfold [ ]
- Z fold [ ]
- Single fold [ ]
- Double Parallel fold [ ]

**DRILLING:**
- 2 Hole [ ]
- 3 Hole [ ]
- 4 Hole [ ]

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**NAME:**

**SIGNATURE:**

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**RETURN WORK TO (BLOCK LETTERS):**

**DEPARTMENT:**

**APPROVED BY:**

**PHONE EXTENSION:**

**DESIGNATION:**

**DELIVERY INSTRUCTIONS:**

- Building: ____________________________
- Room No: __________________________
- Level: _____________________________
- Other details: _______________________