

## QuickPrint Print Request

What is the required delivery date and time? \_\_\_\_\_ am / pm \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

How many sheets of hard copy originals? \_\_\_\_\_

Are your originals single or double sided? Single / Double / Mixed

How do you want these hard copy originals to be printed?

How many copies? \_\_\_\_\_ Paper size?  A4  A3 Paper colour? \_\_\_\_\_

Do you want copies to be single sided or double sided?  Single sided  Double sided

What finishing is required for each printed set?

NONE (collated only - no finishing)

STAPLED:  1 "Portrait" staple  2 "Portrait Staple

1 "Landscape" staple

COVERS:  None  Back cover blank + front cover printed:  1 Side  2 Sides

Colour of covers: \_\_\_\_\_

BOOKLET:  A5 Booklet, saddle stitched  A4 Booklet, saddle stitched

Please describe any other finishing or special requirements for this job:

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Deliver completed job to: Name \_\_\_\_\_

Building / Room \_\_\_\_\_ Campus: \_\_\_\_\_

Your Details: (we will use these details to cross reference and confirm your order if necessary)

Reference or title for this job: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your contact phone no. \_\_\_\_\_

Your UniSA email address: \_\_\_\_\_ @unisa.edu.au

Declaration by person placing this order:

This job complies with current UniSA Copyright regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please debit Cost of this job to Account Code: \_\_\_\_\_

Authorising Signature (CC Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Send completed form with hard copy originals to QUICKPRINT, Document Services, Underdale