

Optimus Job Number:

Price:

Optimus Invoice Number:


 Edinburgh Napier
UNIVERSITY
Print Services**Property & Facilities | ext: 2486****Request for Print Services**

Name:	Telephone:
School/Faculty/Service:	Room Number:
Cost Centre/Project Code:	Campus:
Signature	Authorised Signature

Date Sent:	Date required:
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Full details of our services and costs are available in the Print Services Information Booklet available from Receptions, Print Services or on the Intranet under Property & Facilities/Print Services.

Title of Work:	No. of copies required
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Special Instructions:

Photocopying

Economy Service 20 working days 2p per copy <input type="checkbox"/>	Standard Service 5-19 working days 2.5p per copy <input type="checkbox"/>	Express Service 1-4 working days 4.9p per copy <input type="checkbox"/>	Colour A4 – 25p <input type="checkbox"/> A3 -. 50p <input type="checkbox"/>
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Single-sided Copies <input type="checkbox"/>	Double-sided Copies <input type="checkbox"/>
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Paper & Card

Covers				
Card (plain) <input type="checkbox"/>	Card (with logo) <input type="checkbox"/>	Paper (with logo) <input type="checkbox"/>	Paper (plain) <input type="checkbox"/>	Acetate <input type="checkbox"/>
Stock Card Colours				
Pale Blue <input type="checkbox"/>	White <input type="checkbox"/>	Cream <input type="checkbox"/>		
Dark Blue <input type="checkbox"/>	Pale Yellow <input type="checkbox"/>	Grey <input type="checkbox"/>		
Pale Green <input type="checkbox"/>	Bright Yellow <input type="checkbox"/>	Red <input type="checkbox"/>		
Stock Tinted Paper Colours are:				
Pale Blue <input type="checkbox"/>	Pale Green <input type="checkbox"/>	Lilac <input type="checkbox"/>		
Pale Yellow <input type="checkbox"/>	Pink <input type="checkbox"/>	Cream <input type="checkbox"/>		

Finishing Details

Corner Staple <input type="checkbox"/>	Two Staples <input type="checkbox"/>	Collated not Stapled <input type="checkbox"/>
Plastic Comb Binding <input type="checkbox"/>	Wire Binding <input type="checkbox"/>	Four Hole Drilled <input type="checkbox"/>
No Finishing Required <input type="checkbox"/>	Laminating <input type="checkbox"/>	Unibind <input type="checkbox"/>
Folding A3/A4 <input type="checkbox"/>	1/3 A4 <input type="checkbox"/>	A4/A5 <input type="checkbox"/>

Printing

Requests for Design/Typesetting, other than work listed below, should be addressed to the Marketing & Brand Section, Corporate Affairs, Craighouse Campus or telephone extension 6480.

	Cost	Quantity
100 Business Cards	£27.15	_____
500 Compliment Slips	£26.75	_____
1000 Compliment Slips	£29.75	_____
500 sheets A4 Headed Paper	£29.50	_____
1000 sheets A4 Headed Paper	£40.75	_____
A2 posters	£10.00	_____
A1 poster	£18.00	_____
A0 poster	£35.00	_____
Stretch Banner	£190.00	_____
Baracuda Banner	£215.00	_____

Miscellaneous

	Cost	Quantity
No Carbon Required (NCR) Sets		
– 500 Two Part sets	£58.29	_____
– 500 Three Part Sets	£94.74	_____
– 500 Four Part Sets	£131.18	_____
200 Sheets of Coloured Card	£25.00	_____
200 Sheets of White Card	£12.00	_____
500 Sheets Coloured Paper	£6.00	_____
Stock Card Colours		
Pale Blue <input type="checkbox"/>	White <input type="checkbox"/>	Cream <input type="checkbox"/>
Dark Blue <input type="checkbox"/>	Pale Yellow <input type="checkbox"/>	Grey <input type="checkbox"/>
Pale Green <input type="checkbox"/>	Bright Yellow <input type="checkbox"/>	Red <input type="checkbox"/>
Stock Tinted Paper Colours		
Pale Blue <input type="checkbox"/>	Pale Green <input type="checkbox"/>	Lilac <input type="checkbox"/>
Pale Yellow <input type="checkbox"/>	Pink <input type="checkbox"/>	Cream <input type="checkbox"/>
Colours additional to normal stock can be specially ordered, but please allow an extra 7 working days for delivery.		
University Folders each	£0.57	_____
Name badge and holder each	£1.60	_____
Blank Desk Name Tag with logo	£0.10	_____