

Optimus Job Number:



Price:

Optimus Invoice Number:

Document & Print Services, Property & Facilities | ext: 2486/2340

Request for Print Services

Name:	Telephone:
School/Service:	Room Number:
Cost Centre/Project Code:	Campus:
Signature:	Authorised Signature:
Date Sent:	Date Required:
Full details of our services and costs are available in the Document & Print Services information Booklet available from Document & Print Services or on the Intranet under Property & Facilities/Print Services.	
Title of Work:	Number of Copies Required:
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 4.5 per copy <input type="checkbox"/>	Colour Prices on Request
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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 (plain) <input type="checkbox"/>	Paper (with logo) <input type="checkbox"/>	Acetate <input type="checkbox"/>
Stock Card Colours:				
Pale Blue <input type="checkbox"/>	Dark Blue <input type="checkbox"/>	Pale Green <input type="checkbox"/>		
White <input type="checkbox"/>	Pale Yellow <input type="checkbox"/>	Bright Yellow <input type="checkbox"/>		
Cream <input type="checkbox"/>	Grey <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"/>		

Finishing Details

Corner Staple <input type="checkbox"/>	Two Staples <input type="checkbox"/>	Collated not Stapled <input type="checkbox"/>
Copy by Page <input type="checkbox"/>	Plastic Comb Binding <input type="checkbox"/>	Wire Binding <input type="checkbox"/>
Laminating <input type="checkbox"/>	Four Hole Drilled <input type="checkbox"/>	No Finishing required <input type="checkbox"/>
Folding: A3-A4 <input type="checkbox"/>	A4-A5 <input type="checkbox"/>	1/3 A4 <input type="checkbox"/>
		Soft Binding <input type="checkbox"/>

Printing

Requests for Design/Typesetting, other than work listed below, should be addressed to the Graphic Design Team, External Relations & Communications Sighthill Campus or telephone extension 6480/5009.

	Cost	Quantity
100 Business Cards single sided	£12.00	_____
100 Business Cards double sided	£14.00	_____
500 Compliment Slips	£15.00	_____
1000 Compliment Slips	£30.00	_____
500 sheets A4 Template Headed Paper	£25.00	_____
1000 sheets A4 Template Headed Paper	£50.00	_____
A2 posters	£8.00	_____
A1 posters	£16.00	_____
A0 posters	£25.00	_____
Banner stand with graphics	£166.00	_____
Banner stand re-skin	£74.00	_____

Miscellaneous

No Carbon Required (NCR) Sets		
500 Two Part sets	£70.00	_____
500 Three Part Sets	£114.00	_____
200 Sheets of Coloured Card	£14.00	_____
200 Sheets of White Card	£8.00	_____
500 Sheets Coloured Paper	£4.00	_____
Stock Card Colours		
Pale Blue <input type="checkbox"/>	Dark Blue <input type="checkbox"/>	Pale Green <input type="checkbox"/>
White <input type="checkbox"/>	Pale Yellow <input type="checkbox"/>	Bright Yellow <input type="checkbox"/>
Cream <input type="checkbox"/>	Grey <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	£0.82	_____
Name Badges and Holders, each	£1.00	_____
Blank Desk Name Tags with Logo	£0.12	_____

Please contact Document & Print Services if the product you require is not listed on the form