**Arranging for Items to be Printed**

*How do I get a poster and/or business cards printed?*

You need to complete the MACS Purchase Requisition (Media Services Only) form which is available from the [MACS Finance Forms library](https://intranet.hw.ac.uk/schools/macs/Finance/MACSFinanceForms/Forms/AllItems.aspx) in SharePoint. Your completed form showing the appropriate charge codes must be passed to Christine or Derek (see full instructions for this below).

*What does it cost?*

The current pricing for **HWU Media Services** is:

A0 Posters £38.85

A1 Posters £28.35

A2 Posters £24.15

Business Cards (250) £50.00

*What if I need something else printed?*

You should contact Media Services and ask for a quote and timeframe for completion. Once you have this information, complete the MACS Purchase Requisition (Media Services Only) Form which is available from the MACS Finance Forms library in SharePoint. Your completed form showing the appropriate charge codes with a copy of the quote attached must be passed to Christine or Derek (see full instructions for this below).

*How to Complete the MACS Purchase Requisition (Media Services Only) form*

There are detailed instructions on two separate tabs in the Excel file where the form is held.

You must:

* Enter your own details in the top left box (Requisitioner Information)
* Enter the Media Services Details in the top right box
* In the main section, enter the **Quantity** in the Qty box, enter a **description for each item** and the **cost per poster** in ‘Unit Cost’. For business card orders, enter the **Quantity** as ‘1’ as we will always order 250 cards at a ‘Unit Cost’ of £50.00.
* In the coding section at the bottom, enter your Business Unit (1310 for Maths, 1330 for AM&S, 1340 for CS or 1399 for School. If the costs are being charged to a project, enter the relevant Project Name, Project Code and the Project Activity Code as provided by Research Grants Office. If the costs are being charged to a specific Job Code, enter the Job Code and Activity Code provided to you by the Finance Manager. Otherwise for the Activity Code, enter **T01** if the cost is related to **Teaching**, **R10** if related to **Research**, **O10** for **Non-Research General** or **C15** for **Central School Costs**.
* Print the form and sign/date it on the ‘Requisitioner’ line.
* If relevant, ask the PI (or your Supervisor) to sign and date the form on the ‘Approval’ line.

Hand the completed form with original signatures to Derek or Christine.

*What happens next?*

Christine or Derek will let you know when your request has been approved and re-confirm the charge codes to you. For business cards, you’ll be asked to complete the [Business Card Template](https://intranet.hw.ac.uk/schools/macs/Finance/HowToGuides/Forms/AllItems.aspx) and return this to Christine or Derek. They will pass this to Media Services with the charge code information. For other items, you should liaise with staff at Media Services yourself and pass on the charge code information.

*What are the delivery times?*

All posters take a minimum of 2 working days to produce after Media Services receive your pdf file. Business cards are normally produced in 5 working days after the final proof. These may take a little longer though as they are batch printed.

Christine or Derek will let you know when your business cards have been received. For all other items, Media Services will advise when you should collect your item(s).