

University of Bristol

Print Services Request Form

Email: print-services@bristol.ac.uk

Tel: 0117 92 89099

Print Services will issue a job number, by return email. It is essential that this number is quoted when making any enquiries.

I have obtained all the necessary permission from the copyright holder(s) of the material to be copied, and take full responsibility for any liability (please tick) ☐

Job No:

£

For office use only

1. CONTACT DETAILS

Name	Greg Chacne	Tel No.	07968968985
Department	Computer Science	Location	1CS
Dept. Charge Code (14 characters):	COSC RK8030 R138042-101	Date required	17/1/20

2. DELIVERY (Opening Hours, Monday – Friday 7.45am – 4.30pm)

Deliver by Print Services van <input type="checkbox"/>	Tick if confidential <input type="checkbox"/>	I will collect <input checked="" type="checkbox"/>	Tick if confidential <input type="checkbox"/>
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2a. If delivery details differ from above, please state here:

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3. DIGITAL COPYING INSTRUCTIONS

Bespoke Litho Printing (please go to Section 7)

Number of originals supplied	Number of copies required
Size: A6 <input type="checkbox"/> A5 <input type="checkbox"/> A4 <input type="checkbox"/> A3 <input type="checkbox"/>	Single-sided <input type="checkbox"/> Double-sided <input type="checkbox"/>
Black & white copying <input type="checkbox"/>	Full Colour copying <input type="checkbox"/>
Paper <input type="checkbox"/> Card <input type="checkbox"/> State Colour: Blue <input type="checkbox"/> Yellow <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/> Cream <input type="checkbox"/> Red (card only) <input type="checkbox"/>	
Printed covers: Front <input type="checkbox"/> Back <input type="checkbox"/> Paper <input type="checkbox"/> Card <input type="checkbox"/> State Colour:	
Sample: Is a sample required? Yes <input type="checkbox"/> No <input type="checkbox"/> (For all large colour jobs, a sample will be provided prior to printing)	

4. FINISHING INSTRUCTIONS

Collation: Do not collate <input type="checkbox"/> Collate into sets <input type="checkbox"/> (Please explain collation details in Section 7, Special Instructions)	
Laminate covers: Front <input type="checkbox"/> Back <input type="checkbox"/>	Add acetate covers : Front <input type="checkbox"/> Back <input type="checkbox"/>
Plain card covers: Front <input type="checkbox"/> Back <input type="checkbox"/> State Colour:	Other finishes: 4-hole punch <input type="checkbox"/>
Staple:	Single top left (1 staple top left) <input type="checkbox"/>
A5 Booklet (A4 folded to A5, 2 staples in spine) <input type="checkbox"/>	Double left (2 staples left edge) <input type="checkbox"/>
A4 Booklet (A3 folded to A4, 2 staples in spine) <input type="checkbox"/>	Landscape top left (1 staple top left) <input type="checkbox"/>
Folding: A4 folded in half <input type="checkbox"/> A4 folded in third <input type="checkbox"/> A3 folded in half <input type="checkbox"/>	
Binding: Wire <input type="checkbox"/> Comb <input type="checkbox"/> Perfect bind <input type="checkbox"/> Soft bind <input type="checkbox"/> Hard bind (Thesis) <input type="checkbox"/>	

5. POSTERS (max width 900mm)

Size: A0 <input checked="" type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> Other size	Matt paper <input checked="" type="checkbox"/> Gloss paper <input type="checkbox"/> Canvas <input type="checkbox"/>
Black & white <input type="checkbox"/> Colour <input checked="" type="checkbox"/> Cardboard Tube <input type="checkbox"/>	Laminate (Matt paper only) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

6. BANNER PRINTING (800mm wide x 2130mm high)

Full colour banner complete with stand & carry case (diagram guide available on our website) <input type="checkbox"/>

7. SPECIAL INSTRUCTIONS & BESPOKE LITHO PRINTING ORDERS (Please attach sample file)

Bespoke litho print management: For a handling fee of £50 Print Services can manage your bespoke litho print job from desktop to delivery, including quotations, proofing, technical advice, quality control, and delivery / storage solutions. Please tick if you would like this service <input type="checkbox"/>
