|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Заявка в ОУВиХПМ  на выполнение работ**  **№ {{request\_number}}** | | \_\_\_\_{{day}}\_\_\_\_ | | |  | {{month}} | | | | | {{year}}г. |
| Заказ | {{order}} | | | | Договор | | {{contract}} | | |
| Отдел № | | {{emp\_group}} | | | | Тел. | | {{tel}} | |
| Фамилия, инициалы | | | | | | {{emp}} | | | |
| **Инв. №** | {{inventory\_number}} | | | | | | | | | | |

(наименование документа)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Тираж:** | |  | **Scan:** | |  | | | | **Запись CD** | | | | |  | | | **Печать** | |  | | | |  |  | | | | | |
|  | | | | | | | | | | | | (другой вид работ) | | | | | | | | | | | | | | | | | |
| Общее количество листов | | | | | | {{all}} | | | | В том числе цветных | | | | | | | |  | | Количество экземпляров | | | | | | | | | {{cop}} |
| В том числе: листов основных форматов: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **А4** | | **{{a4}}** | | **А3** | | | **{{a3}}** | | | | **А2** | | | | **{{a2}}** | | | **А1** | | | | **{{a1}}** | | | | **А0** | | **{{a0}}** | |
| листов кратных форматов: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **А4** | **{{a4x}}** | | | **А3** | | | **{{a3x}}** | | | | **А2** | | | | **{{a2x}}** | | | **А1** | | | | **{{a1x}}** | | | | **А0** | | **{{a0x}}** | |
|  | | | | | | | |  | | | | |  | | |  | | | | |  | | | |  | |  | | |
| **Кому направляется документ:** | | | | | | | | Заказчику: | | | | |  | | | Тех. архив: | | | | |  | | | | В отдел: | |  | | |

(кол-во экз.) (кол-во экз.) (кол-во экз.)

|  |
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| {{info}} |
| (дополнительные отметки) |

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**№ \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Переплет:** | Картон: |  | Мягкий: |  | Пружина: |  |  |  |

(другой вид работ)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Инв. №** | {{inventory\_number}} | | | | | | | | | | | | | | |
|  | (наименование документа) | | | | | | | | | | | | | | |
| Всего альбомов | | 1 | по | {{all}} | | | листов | Формат альбома | | | А4 | | {{a4f}} | А3 |  |
|  | | | | |  | |  |  | | | |  | | | |
| Начальник отдела | | | | |  |  | | |  |  | | | | | |
| (должность) | | | | |  | (подпись) | | |  | (инициалы, фамилия) | | | | | |
| ГИП | | | | |  |  | | |  |  | | | | | |
| (должность) | | | | |  | (подпись) | | |  | (инициалы, фамилия) | | | | | |

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