|  |  |
| --- | --- |
| **BINDERY REQUISITION** | **RECEIPT NO: JOB NO:** |
|  | UP PERSONNEL/ STUDENT: PRIVATE:  Cost Point No: Account No:  Date received: Date to be collected: |

Title: \_\_\_\_\_ Name & Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personnel/Student No: \_\_\_\_\_\_\_\_\_\_\_

Department/Faculty/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FULL BINDING:** | **10 working days** | **5 working days** | **3 working days** | **Number** | **TOTAL** |
| **UP personnel/students** | R350 | R400 | R460 |  |  |
| **Private customers** | R420 | R480 | R550 |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COVER COLOUR:**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | NAVY BLUE | 2T/ R BLUE | BUR- GANDY | GREY | 2T RED | 2T BROWN | GREEN | BLACK | |  |  |  |  |  |  |  |  | | **SPINE COLOUR:**   |  |  | | --- | --- | | **GOLD** | **SILVER** | |  |  | |

|  |  |  |
| --- | --- | --- |
| **SPINE TITLE (If required):**  **Additional R100** |  | |
| **SPECIAL INSTRUCTIONS:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **BANKING DETAILS:**  **NAME:** University of Pretoria  **BANK:** ABSA  **BRANCH:** Hatfield, Pretoria  **BRANCH CODE:** 632005  **ACC. NO.:** 2140 000 038  **REFERENCE NO.:** E 01908\_32604  **ACCOUNT TYPE:** Cheque  **Please email proof of payment to**:  [bindery@up.ac.za](mailto:bindery@up.ac.za) AND [annesley.rademeyer@up.ac.za](mailto:annesley.rademeyer@up.ac.za) | | **AMOUNT DUE:** |