

EPFL – REPRO ORDER FORM

EPFL RHO DII-I Repro, BP0243, Station 16, 1015 Lausanne
Welcome desk: Mon–Fri 08:30–11:00 & 13:30–16:00 (Fri 15:00)

021 693 42 94
repro.epfl.ch

Date of the order

Unit / Department

Name Surname

Phone

Financial centre (CF) n°

Funds n°

Job name

file name

- | | | | | | | |
|---|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> handout (handout sale) | <input type="checkbox"/> Course material (exercises, corrections, etc.) | <input type="checkbox"/> exam | <input type="checkbox"/> thesis | | | |
| <input type="checkbox"/> leaflet | <input type="checkbox"/> brochure | <input type="checkbox"/> flyers | <input type="checkbox"/> badges | <input type="checkbox"/> poster | <input type="checkbox"/> rollup | <input type="checkbox"/> stand |
| <input type="checkbox"/> signposting | <input type="checkbox"/> compliment cards | <input type="checkbox"/> other: | | | | |

Printing

no. of copies:

☐ **Black white** printing, no. of pages:

☐ **Colour** printing, no. of pages:

Format ☐ A3 ☐ A4 ☐ A5 ☐ A6
☐ one side ☐ both sides

☐ clear varnish / white ink (on colour printer)

Standard paper

☐ 80 g/m² recycled

☐ 80 g/m²

☐ Other:

Satin paper

☐ 90 g/m²

☐ 120 g/m²

☐ 160 g/m²

☐ 200 g/m²

☐ 300 g/m²

Cover

☐ 200 g/m²

☐ 300 g/m²

☐ 160 g/m², color:

Binding & finishings

☐ **Binder holes** ☐ 2 holes ☐ 4 holes

☐ **Stapling** ☐ 1 staple ☐ 2 staples

☐ **Saddle stitch** (two staples in the fold)

☐ **Thermal tape** ☐ black ☐ white ☐ blue
☐ + plastic front & cardboard back cover

☐ **Metal wire binding** ☐ black ☐ white
☐ + plastic front & cardboard back cover

☐ **Perfect binding**

Poster (on plotter)

quantity:

Format ☐ A0 ☐ A1 ☐ A2 ☐ other:

Paper ☐ standard ☐ satin photo ☐ glossy photo ☐ canvas ☐ foldable fabric

Mailing

quantity:

☐ **Putting into an envelope**

☐ **Address printing**

Observations/comment

Delivery date:

Issued on

Signature

//////////////////// **To be completed by Repro** //////////////////////

Price 1ex TOTAL

Remarks

Initials