



Print Services Black and White Copying

A/C Code.....
(We will not be able to complete a print request without a full code)

Name: Date:

School / Dept:

Telephone:

Email:

Document Title:

Required by:.....
(Please specify date required)

I declare that this document may be copied under the terms of the CLA Licence.

Signed:
More information on Copyright can be obtained from Dave Palmer, Information Compliance Manager on Ext. 3523.

JOB DETAILS: *(Please give as much information as possible to assist in a prompt service)*

No. of Originals

No. of Copies

Single Sided

Double Sided

Size A4 A3

A5 A6

Paper Card

Colour.....

COVERS *Colour*

Front / Back - Card.....

Front / Back - Paper.....

Acetate Front

STAPLING



Booklet



BINDING

Comb bind
Size mm

Fastback
(black-white-dark blue)

Wire Bind
(white)

FINISHING

Folding:

Trim:

Hole punch: 1...4

Lamination size:

Other Instructions:

Print Services Job Number:.....

Collect *Notified*

Deliver

Document title:

.....

Name:

Delivery Address

.....

.....

Room No:

Telephone:
or

Email:

If you require assistance in the completion of this form or need clarification of the best way to have your work reproduced please **telephone extension 2204**.

Your documents could be sent using the Print Services on-line network facilities for further information go to <https://portal.uea.ac.uk/print-services>

Delivery Note - Please complete

Print Services Black and White Copying

Date Required by:

*Print Services, The Registry, UEA
Email: printservices@uea.ac.uk*

BOOKING BLACK AND WHITE COPYING