



# Print Services Colour Copying

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

Name: ..... Date: .....

School / Dept: .....

Telephone: .....

Email: .....

Required by:.....

Document Title: .....

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**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

A5  A6

**White Paper** 80gsm  
90gsm  
100gsm

**White Card** 160gsm  
200gsm  
250gsm

**Other**

Size **A4** **A3**  
**Cover:** Front Back

Card Paper Acetate

### STAPLING



### BINDING

- Comb bind  
Size mm
- Fastback  
(black-white-dark blue)
- Wire Bind

### FINISHING

Folding:  
Trim:  
Hole punch: 1...4

**Delivery Note - Please complete**

Other Instructions:

**Print Services Job Number:**.....

**Collect**  *Notified*

**Deliver**

Document title:  
.....

Name: .....

(white)  
Delivery Address  
.....  
.....

Room No: .....

Telephone: .....

or  
Email: .....

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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>