



## Printshop Order Form

<b>Section:</b>		<b>Name:</b>		<b>Phone No:</b>	
-----------------	--	--------------	--	------------------	--

<b>Document Title:</b>					
<b>No of Pages:</b>		<b>Copies:</b>		<b>Date/Time Required:</b>	

<b>Front Cover</b>	Yes	Colour of Cardboard
	No	
<b>Back Cover</b>	Yes	Colour of Cardboard
	No	

<b>Printing</b>	Single Sided
	Double Sided
	As is
	Black & White
	Colour
	Mixed

<b>Stapling</b>	Single (Top Left)
	Double

<b>Drilling</b>	2 Holes
	4 Holes

<b>Binding</b>	Comb Bound <i>(Leather grain back/clear front)</i>
	Wire Bound <i>(Leather grain back/clear front)</i>

<b>Other</b>	Shrink Wrap
	Laminate
	Cutting

I hereby certify that this Book does not contravene the copyright act 1968 and that funds are available for the above job

Name..... Signature.....