

JOB SHEET

FOR OFFICE
USE ONLY

Job No.

FOR OFFICE
USE ONLY

Location

WX

WA

AK

Date In

Proof Required YES NO

Date Required

Time Required

Quote No.
FOR OFFICE USE ONLY

Date Proof Required

FOR OFFICE
USE ONLY

Date Completed

Name Dept

Address / Phone / Fax / Email

Account - - - Authorised

Job Title:

Quantity:

DOES PRINTSPRINT NEED TO KEEP A DIGITAL COPY OF THIS JOB? YES NO
IS THIS JOB LIKELY TO BE REPRINTED IN THE NEXT 12 MONTHS OR NEXT SEMESTER? YES NO
HAVE CHANGES BEEN MADE SINCE LAST PRINT RUN? YES NO
IS THIS A REORDER TO PRINT (TOP-UP)? YES NO

PHOTOCOPYING	A4 COLOUR PAPER	ACETATE
A4 WHITE	A4 CARD	BACKING BOARD
A3 WHITE	A3 COLOUR PAPER	FOLD
SINGLE SIDED	OHT	DRILL & CLIP
DOUBLE SIDED	COLOUR LASER	STAPLING
FRONT COVER	UNCOLLATED	GUILLOTINE
BACK COVER	BINDING	LAMINATE
DESKTOP	CD DUPLICATING	PLAN PRINTER
GRAPHIC DESIGN	CD LABELLING	OFFSET
SCANNING	WIDE-FORMAT	CONSUMABLES

Special instructions:

Delivery to:

PICK-UP

Printsprint WAKEFIELD	WA 5	WL 1	WF 1	WO 10	WT 1	WU 1	WY 4
Printsprint AKORANGA	WB 3	WQ 11	WF 8	WO 11	WT 8	WU 2	WY 5
Printsprint LEARNING CENTRE	WE 2	WM 1	WF 9	WO 12	WT 14	WU 3	WY 6
Other.....	WG 12	WM 2	WF 10	WO 13	WT 16	WU 4	