JOB CARD



**FOR OFFICE USE ONLY**

**USE ONLY** Location **WX WA AK**

Job No.

**FOR OFFICE**

# Date In

....................................

# Proof Required

YES NO

# Date Required Time Required

...............................

...............................

**FOR OFFICE**

Quote No.....................................

**FOR OFFICE USE ONLY**

Date Proof Required ....................................

**USE ONLY** Date Completed ...............................

Name ............................................................................................................ Dept .................................................................................................

Address / Phone / Fax / Email ..................................................................................................................................................................................

# Account

- - -

**USE ONLY** Authorised .....................................................................................

**FOR OFFICE**

**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 WHITE A3 WHITE SINGLE SIDED

A4 COLOUR PAPER

A4 CARD A3 COLOUR PAPER

OHT

.................................

.................................

.................................

ACETATE BACKING BOARD

FOLD

DRILL & CLIP

.................................

.................................

DOUBLE SIDED FRONT COVER BACK COVER

DESKTOP GRAPHIC DESIGN

SCANNING

.................................

.................................

COLOUR LASER UNCOLLATED

BINDING

CD DUPLICATING

CD LABELLING WIDE-FORMAT

.................................

.................................

STAPLING GUILLOTINE LAMINATE

PLAN PRINTER

OFFSET CONSUMABLES

.................................

.................................

.................................

**Special instructions:**

PICK-UP

**Delivery to:**

Printsprint WAKEFIELD Printsprint AKORANGA Printsprint LEARNING CENTRE

Updated March 2014

Other..................................................

WA 5

WB 3

WE 2

WG 12

WL 1

WQ 11

WM 1

WM 2

WF 1

WF 8

WF 9

WF 10

WO 10

WO 11

WO 12

WO 13

WT 1

WT 8

WT 14

WT 16

WU 1

WU 2

WU 3

WU 4

WY 4

WY 5

WY 6