

PLEASE COMPLETE THE FOLLOWING AND CLICK **SUBMIT** AT THE BOTTOM OF EMAIL.

Company Name/Contact:

Address:

PhoneEmail:.....

Date required:

SCANNING
(hard copy to digital file)

☐ to a pdf file ☐ to a Word file
☐ to an image file - if so what resolution?
☐ high resolution 600dpi ☐ standard 300dpi ☐ low resolution 200 dpi

**BLACK & WHITE
COPYING***

S/S Pages

S/S Pages

D/S Pages

D/S Pages

COLOUR COPYING*

S/S Pages

S/S Pages

D/S Pages

D/S Pages

Size	Stock (if other than white 80gsm)	No. of Pages	X	Quantity	Total Copies
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			X		=
			X		=
			X		=
Size	Stock (if other than white 80gsm)	No. of Pages	X	Quantity	
			X		=
			X		=
			X		=
			X		=

*** ALL DIGITALLY SUPPLIED FILES FOR PRINTING MUST BE PRESENTED IN PDF FORMAT.**

BINDING:

☐ Coil ☐ Wire Coil ☐ Vello ☐ Perfect ☐ Quarter ☐ Other

Colour Quantity

COVERS:

Fronts ☐ Clear ☐ ☐ Card Col Qty

Backs ☐ Clear ☐ ☐ Card Col Qty

Other

FINISHING:

☐ DRILL Number of Holes

☐ TRIM Number of Cuts

☐ STAPLING REQUIRED ☐ STAPLES TO BE REMOVED

☐ PAD (glued at top with card backing board)

☐ LAMINATE Size Quantity

☐ FOLD A4 to DL ~ ☐ 'Z' fold  ☐ 'C' Fold  ☐ HALF FOLD A4 to A5

☐ OTHER

SPECIAL EXTRAS:

Description