Macquarie Lighthouse Press
The Macquarie University Printery

PRINTERY USE ONLY
Job Received:
Job No:

REQUISITION FOR PRINTING SERVICES

1

Date: .....

Div/Dept/Office: .....

Description: .....

.....

Date Required: .....
Please put actual date not ASAP

2

No of Originals: ..... No of Copies: .....

Desk Copies. ..... Bookshop .....

3 ***PLEASE PRINT***

Requested By: .....

Telephone: .....

Building: ..... Room: .....

4

AUTHORISATION FOR EXPENDITURE

Account Number: | | | | | | | 5 | 1 | 9

Account Name: .....

Authorised by: .....
Head of Division/Department/Office or Nominee

Reference No.: .....

5

COPYRIGHT DECLARATION

PLEASE TICK MOST APPROPRIATE BOX

☐ The intellectual property in the document is out of copyright, or copied with permission of the copyright holder, or the copyright is owned by Macquarie University.

☐ The intellectual property in this document has been copied in reliance on Part VB of the Australian Copyright Act 1968.

For enquiries about copyright please contact the Macquarie University Copyright Unit, at www.copyright.mq.edu.au.

Signed by : .....

Date : .....

JOB DETAILS

TEXT PAGES: White ☐ Tinted ☐ *(Colour)* .....

Size: A5 ☐ A4 ☐ A3 ☐ Other ☐ .....

Minute Paper ☐

Cover Board/Colour: .....

PRINT : ☐ Both sides ☐ Single sided

INK: ☐ Black ☐ Other *(Specify)*: .....

STANDARD FINISHING

☐ Do NOT collate

☐ Collate ONLY Do not staple

☐ Collate and Staple top left

☐ Collate and Staple wide/landscape

☐ Collate and Staple left side

☐ Drill 2 holes
☐ 3 holes
☐ 4 holes
☐ 5 holes

SPECIALTY FINISHING

☐ FOLD - tick type required

☐ Two

☐ Letter

☐ Half

☐ Glue & Pad

In pads of .....

Finished size .....

☐ Collate and perfect bind

Finished book size .....

☐ Collate, Glue & tape left side

Max. No. of sheets 120
Min. No. of sheets 15

Tape Colour .....

Finished book size .....

☐ Wire Bind

Colour of coil/wire .....

☐ Clear plastic cover

☐ Collate and saddle staple

Finished book size .....

Network: Are you sending this job over the network?:

If yes what is the file name?: .....

Would you like a proof copy? *(Recommended for network jobs)* .....

FOR FURTHER INSTRUCTIONS PLEASE USE REVERSE