

# JOB REQUEST FORM

JOB NUMBER:



Name:	Job name:	
Department:	No. of originals submitted:	No. of copies required:
Building:	Date requested:	Time requested:
Phone:	Date due:	Time due:
Cost centre:	Proof required	Quote required

**Format submitted**    Hard copy    Common drive    CD    Email    USB    Other

**Type of work**    Printing    Copying    PDF    Finishing    Scanning

## Output requirements

**Printing type**    B&W    Colour    Colour and B&W

**Paper stock**    A4    A3    A5    Other    DL    Business Card

**Sides printed**    Double    Single    Cover    Collated    Un-collated

**Paper type**

**Paper weight**

## Wide format

## Covers

**Front**    Clear    Card    Colour    Supplied

**Back**    Clear    Card    Colour    Supplied

## Finishing

**Binding**    Wire

**Drilling**    2 hole    4 hole

**Staple**    Portrait    Landscape    Double    Saddle stitch    Other

**Folding**    DL    Z fold    Half

**Other**    Laminating    Scanning    Posters    Guillotining    Padding

## Special requirements/notes

## Collection details

Pick up

Internal mail

## Delivery address

PLEASE RETURN COMPLETED FORM TO  
CITSAPRINT@CIT.EDU.AU

FOR ANY ASSISTANCE PLEASE CONTACT 02 6207 4150

PLEASE ENSURE PRIOR TO SUBMITTING WORK THAT IT HAS BEEN  
CHECKED FOR ASQA REQUIREMENTS, COPYRIGHT COMPLIANCE AND  
MEETS CIT BRANDING GUIDELINES

**Quoted price:**

**Completed:**

By submitting this order, you agree to be bound by the terms and conditions of use (Terms) which are available at [www.citsa.com.au/citsaprint](http://www.citsa.com.au/citsaprint)