

JOB REQUEST FORM

JOB NUMBER:



Name:	Job name:	
Organisation:	No. of originals submitted:	No. of copies required:
Address:	Date requested:	Time requested:
Phone:	Date due:	Time due:
Email:	Proof required	Quote required

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

Collection details

Pick up

Delivered

Special requirements/notes

Delivery address

Picked up by

Signature

Date

**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