











Reprographics Job Sheet

Name:			
Department:			
Requested Date		Required Date	
No Copies			

Please tick or circle what you need

Requirement			
Print	B&W		Colour
A4	 Single	 Double Sided	 A5 Booklet
A3	 Single	 Double Sided	 A4 Booklet
Media:	Paper	Card	NeverTear
Media Colour:	White	Colour	

Finishing			
Staple (Booklets are Saddle Stitched)		Top Left	 Spine
Hole Punch	2 / 4		
Comb Bind	Y / N	Cover	Clear / Blue / Black
Laminate	Y / N		

Comments
