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| **Order Details** |  |
|  | |
| **Print Orders** | |
| Print order paper type  (Paper details overleaf) | Click to choose your paper type |
| Print order paper size | Click to choose your paper size |
| Poster Tube required? | Click to choose poster tube requirements |
|  | |
| **Digital Orders (£10.00 per digitisation)** | |
| Digital order file format | Click to choose required file format |
| Digital order file resolution | Click to choose required file resolution |
|  | |
| **Payment** | |
| Payment type | Choose your payment type |
| Department project Code | e.g. 123456-01 |
| Budget holder’s signature (Mandatory)  Copied, scanned, or emailed signatures accepted. For orders above £100 signature must be ink. |  |

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| **Personal Details** |  |
| Date | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| GUID | Click or tap here to enter text. |
| School or Institute | Click or tap here to enter text. |
| Membership Status | Click to choose your membership type. |
| Purpose of Reproduction |  |
| Ink Signature (Mandatory) |  |

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| **Prices** |  |  |  |  |  |
| **Paper Type** | **A0** | **A1** | **A2** | **A3** | **A4** |
| **Budget B&W Print Service:** 100 g/m premium paper | £6.00 | £3.00 | £2.00 | £1.50 | £0.75 |
| **Print Service:** 100 g/m premium paper | £13.00 | £8.00 | £6.00 | £5.00 | £3.00 |
| **Smartmatt Service:** 180 g/m heavyweight matt paper | £22.00 | £16.00 | £11.00 | £8.00 | £5.00 |
| **Poster Service:** 260 g/m satin finish photo paper | £22.00 | £16.00 | £11.00 | £8.00 |  |
| **Canvas Service:** 380 g/m artist’s canvas | £55.00 | £35.00 |  |  |  |

**Library staff use only**

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| No. of copies | Budget Print Service | Print Service | | Smartmatt Service | | Poster Service | | Canvas Service | | Digital Copies |
| A4 |  |  | |  | |  | |  | |  |
| A3 |  |  | |  | |  | |  | |
| A2 |  |  | |  | |  | |  | |
| A1 |  |  | |  | |  | |  | |
| A0 |  |  | |  | |  | |  | |
| Total Cost (exc. VAT) |  | | | VAT Charged | | | |  | | |
| Tubes (VAT already paid) |  | | P&P (VAT already paid) | |  | | **Total Cost** | |  | |

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