



University of Glasgow Print Unit, James Watt Building (South), Glasgow G12 8QQ
Tel: 0141 330 4261 Email: print.enquiries@glasgow.ac.uk www.print.gla.ac.uk

Please print details

Your order must include a project code

School/Subject Area _____

Contact Name: _____

Telephone: _____

Address _____

Email: _____

Room _____

Send file(s) to print.enquiries@glasgow.ac.uk or to the address above. Only one item per printing order

Date Date Required (Not ASAP)

Estimate No. (if applicable) Proof Required

Title of Printing Job _____

Printed Full Colour Black & White A mixture
please specify

No. of printed pages Quantity

Double-sided Single-sided

Text pages to be printed on paper card N/A

Finished size of document (please tick)

Colour of paper _____ Weight _____

A3 A4 A5 A6 1/3A4 business card

Cover to be printed on paper card N/A

Other size (please specify) _____

Colour of card _____ Weight _____

Finishing required (please tick)

Collate No Yes

Number (Indicate range and position)

Fold in half

Two fold (letter fold)

Z fold

Staple (top left corner)

Staple x2 (left hand side)

Staple x2 (booklet)

Drill (ring binder 2 hole)

Drill (ring binder 4 hole)

Perforate (indicate position)

Perfect bind (paperback)

Comb bind

Wire-O-bind

Velo bind

Laminate Encapsulate

Creasing

Acetates

Additional instructions

Proofing Goods received Delivery date

Delivery address (if different from above)

Cost details	Net	VAT @ 20%	Gross
Total			

VAT rate applied: Exempt Zero Standard

This amount will be debited from your Project Account shown above.