SWINBURNE UNIVERSITY OF TECHNOLOGY

SWINBURNE PRESS **PRINT/DESIGN request form**

www.swinburne.edu.au/press

Job No.
Press use only

YOUR DETAILS

SP Code (Press use only)

Date | Department | Campus

Contact name | Phone

Email

Charge code 8 5 0 0 Note: Charge code fields populate automatically, without the need to tab.

Delivery address (Please provide a physical address as well as your Mail number, as most jobs are delivered by courier)

DELIVERY REQUIRED BY:

JOB DETAILS

Name of job

Has the job been quoted? | If yes, please provide quote no. | Printer ID (Press use only)

Description and additional information (if required)

Job supplied as: Hard copy ☐ On CD ☐ Uploaded to "Swin Press" on G drive ☐ Emailed to: Press ☐ Design Studio ☐

Is printing required or is this an "artwork only" job? (e.g. PDF invitation for electronic distribution only) Printing required ☐ Artwork only ☐

Quantity required | Page extent (number of pages including cover) | Press use only: Self-cover ☐ Plus cover ☐

Finished size: A3 (420 x 297) ☐ A4 (297 x 210) ☐ A5 (210 x 148) ☐ A6 (148 x 105) ☐ DL (210 x 99) ☐ Other

Complete the following fields only if you have a clear understanding of what your job requires.
If you have any doubt about how your job is to be printed and finished, please contact the Press (ext 1460) to discuss.

Print required

Front cover:	B&W print ☐	Colour print ☐	1 side only ☐	2 sides ☐	Blank ☐
Back cover:	B&W print ☐	Colour print ☐	1 side only ☐	2 sides ☐	Blank ☐
Text pages:	B&W print ☐	Colour print ☐	B&W and colour print ☐	Single sided ☐	Double sided ☐

Press use only: Total impressions (B&W) | Total impressions (Colour) | Total inserts

Stock

Covers: Front (PVC or Card (please specify colour)) | Back (PVC or Card (please specify colour)) | Other (Press use only) (paper stock and weight)

Text pages: White ☐ Coloured (please specify colour required) | Other (Press use only) (paper stock and weight)

Finishing

Binding method: Coil ☐ Perfect ☐ Saddle stitch ☐ 2 side staples ☐ Top left staple ☐ 4-hole drill ☐ Arnos fastener ☐

Folding method: Single fold ☐ Roll fold ☐ Z-fold ☐ Concertina fold ☐ Gate fold ☐ **Laminate:** A3 ☐ A4 ☐

Visit swinburne.edu.au/press/binding_folding.html to see binding and folding explanations and diagrams.

Describe finishing required (if not covered above)

If you need to keep a copy of your completed form, it is important you choose "Save As" from the file menu to save a copy to your hard drive BEFORE clicking the Submit button, otherwise your form data may be lost.

SUBMIT

Press use only

PDF proofs sent to client (insert date): | Date approved | Sent to C6000 (date and time) | From (name)