



The Reprographics Centre

The Old Schools, Trinity Lane, Cambridge CB2 1TN
Email: reprographics.enquiries@admin.cam.ac.uk
Web: www.admin.cam.ac.uk/offices/em/reprographics

Please fill in as much information as possible and complete the Billing Information section at the bottom of the page. Please read this form carefully before submitting it, once complete save it and email to the address above along with your files.

Once we have received your completed form and work we will process your job as soon as possible, we work on a first come first served basis but have to give priority to internal work.

Full Name:	<input type="text"/>	Department:	<input type="text"/>
Address:	<input type="text"/>	Telephone:	<input type="text"/>
		E-mail:	<input type="text"/>

Work Required By:

Date: Time:

Job Details:

Black & White:	<input type="checkbox"/>	Colour:	<input type="checkbox"/>	Job Title:	<input type="text"/>
Copies:	<input type="text"/>	No of Originals:	<input type="text"/>	Duplex:	<input type="text"/>
Size:	<input type="text"/>			Colour:	<input type="text"/>
Paper Stock:	<input type="text"/>			Colour:	<input type="text"/>
Covers:	<input type="text"/>	Stock:	<input type="text"/>	Colour:	<input type="text"/>

Finishing:

Stapling:	<input type="text"/>	Hole-Punching:	<input type="text"/>
Binding:	<input type="text"/>	Folding:	<input type="text"/>

Other Instructions:

Billing Information:

We need full information on who will be paying as this will affect the cost of your printing.

- I.D.N. - for internal Divisions, Departments etc
- Invoice - any other organisation, College or Individual, VAT will be applied where applicable.
Payment should be made by cheque made out to the University of Cambridge.

Details:	<input type="text"/>	PO Number: (optional)	<input type="text"/>
		UFS Dept Code: (if known)	<input type="text"/>

Delivery Options:

- U.M.S.
- Collected