

REPROGRAPHICS ON- LINE REQUEST FORM

Colour Chart is available in the Staff Room (in reprographics box)

2 WORKING DAYS NOTICE REQUIRED

Please complete the form by clicking the appropriate boxes below.

I certify that this is copyright free materials or materials authorised under CLA

Department: Select Department Media Select Department

Date Required: 08/09/2014

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No. of Copies Required: 8

Black & White Copying

Colour Copying

It is Reprographics policy to double side all work (to save paper) unless otherwise stated below

Single Sided (Special request only)
A4 White Paper
A4 White Card
A3 White Paper
A4 Coloured Paper Select Colour
A4 Coloured Card Select Colour
A3 Coloured Paper Select Colour
A4 Glossy Paper
A3 Glossy Paper

Enlarge to: A4
A3
A2
A1

Reduce: From A4 to A5
From A3 to A4

Booklet Making A4
(eg Magazine type)
Booklet Making A5

NCR: 2 part
3 part
4 part

OHP Transparencies B/W
OHP Transparencies Colour

Stapling: Top left
Double left
2 at Centre
(magazine type)

Front & Back Cover:

Paper Select Colour
Card Select Colour

Binding:

Comb
Wire
Slide

Finished Document:

Laminating
Hole Punching
Folding
Guillotining
Page Numbering

Write your special instruction/s here: Please ensure that the images are clear (not too dark).