

## The Reprographics Centre

The Old Schools, Trinity Lane, Cambridge CB2 1TN

Email: reprographics.enquiries@admin.cam.ac.uk

Web: www.em.admin.cam.ac.uk/operating-estate/facilities-management/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:

Department:

Address:

Telephone:

Email:

### Work Required by

Date:

Time:

### Job Details

Job Name:

Copies:

Colour:

Duplex:

Stapling:

Paper Size: A4: A3: A2: A1: A0: Other:

Paper Stock:

Cover:

Colour:

Weight:

Binding:

Folding:

Hole Punching:

### Other Instructions

### Billing & Delivery Details

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

Payment:

Details:

PO Number:

UFS Dept Code:

Delivery:

UMS (Internal Department & Colleges Only)

Collection