



THE UNIVERSITY OF
MELBOURNE

REQUISITION FOR UNIVERSITY STATIONERY

Marketing and Communications, Publishing Services
Tel: 8344 6934 Fax: 9349 4921



STATIONERY No: Office Use Only

COMPULSORY	PLEASE COMPLETE THIS SECTION IN FULL (PRINT OR USE BLOCK LETTERS)		
	Description/ Name on Stationery:		
	Department:		
	Contact Name:	Tel:	Fax:
	Account to Charge (23 digits):	□□-□□□-□□-□□□□-□□□□□□-□□□□□□-□□□-□□-□□	
	<p>APPROVAL (MUST BE COMPLETED FOR JOB TO COMMENCE) I confirm that the information provided conforms to University guidelines in respect to the use of the University Logo on stationery items and that the stationery item/s should be produced as per the printing instructions attached. I understand that this approval is provided in accordance with the Guidelines for the Use of The University of Melbourne Logo (and Titles) on Personalised Stationery Items as outlined in the Section 23 of the PPP – http://www.unimelb.edu.au/ppp/docs/</p>		
Please sign to AUTHORISE order and use of account	Signature: _____ <i>(of person authorising order)</i>		Date: _____
	Name of Head of Department/Budget Division: _____		

IMPORTANT	<ul style="list-style-type: none"> The proof will be set in the new style for University Printed Stationery, which has become active from 1st December 2006 for more information please see website www.marcom.unimelb.edu.au/uni_access/style_guide/index.html Turnaround time is 7-10 working days from the day that Publishing Services receives the Stationery Requisition form. Stationery will be sent to print every Thursday morning, so to ensure that your approved stationery is in the weekly print run, all APPROVALS should be faxed back to Publishing Services (F:9349 4921) NO LATER THAN 5PM WEDNESDAY.
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TYPE OF STATIONERY (Please use One form Per Item)		QUANTITY (please write amount)
A4 Letterhead (210mm x 297mm) - min. order 500	>	
B7 With Compliment Slip (88mm x 125mm) - min. order 500	>	
DL With Compliment Slip (99mm x 210mm) - min. order 500	>	
Business Cards - min. quantity 200 & can be multiples of 200		
	>	1 sided
	>	2 sided <i>(where applicable)</i>
Envelopes - min. order of 500 & can be multiples of 500		
DL (110 x 220mm)	>	Non Window:
	>	Window:
DLX (120 x 235mm)	>	Non Window:
	>	Window:
C5 (162 x 229mm)	>	Non Window:
	>	Window:
C4 (229mm x 324mm)	>	Non Window:
	>	Window:

*** Please supply on a separate sheet the details that is to appear on the stationery item.**

DELIVERY OPTIONS

Publishing Services recommend that you collect your stationery from our office at Level 3, 780 Elizabeth Street and will not be held responsible for delays or losses in delivery)

Pick up (Please make sure that your phone number is correct on this form, as you will be called when they are ready to be collected)

OR

Internal Mail (Please be specific as your items will be delivered via the internal mail)

Attention:

Address:

OFFICE USE ONLY (other details)

DATE TO PRINT / /
