**Print Request F-Q1**

All artwork to be supplied in PDF format (Except canvases)

All completed Print Requests and PDFs to be emailed directly to central.printunit@fife.gov.uk to avoid any delays.

|  |  |  |  |
| --- | --- | --- | --- |
| **Service****(Internal orders only)** |  | **Date** |  |
| **Contact name** |  | **Phone no** |  |
| **Delivery Address** |  |
| **Invoice Address****(must be completed for private orders)** |  |
| **Canvas prints**  | **Image wrapped around sides** [ ]  | **Image on front only** [ ]  | **38mm depth bar** [ ] **18mm depth bar** [ ]  |
| **Typesetting / Alterations / Design required** [ ]  |
| **Job description** |
| **B&W** [ ] **Colour** [ ]  | **Single Sided** [ ] **Double Sided** [ ]  | **B&W Cover** [ ] **Colour Cover**[ ]  | **Wire Bound** [ ] **Comb Bound** [ ] **Stapled (top left)** [ ] **Stapled (saddle stitched)** [ ]  |
| **No of Copies**  |  | **Cost of job****(if already quoted)** |  |
| **Financial Code (Internal orders only)** |  | **Authorising Signature** |  |

For any questions or quotations please contact us

Email: **central.printunit@fife.gov.uk**

Tel: **01592 583227**