**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](mailto: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**](mailto:central.printunit@fife.gov.uk)

Tel: **01592 583227**