

Maynooth University Photocopying Request Form

Name (requested by) _____ Department _____

Delivery Address _____ Room No: _____ Collect: Yes No

Phone No: _____ Fax No: _____ Email: _____

Date Received _____ Date Required _____ Signature _____

Business Unit _____

N.B Although requests may be processed by required date the turnaround time is three to five working days.

Document Title(s) _____

No of Pages: _____ (pages must be numbered) No of Copies: _____

The job will not proceed without the above information

Photocopied one side only Yes Collated: Yes No

Photocopied both sides: Yes Stapled: yes No (max 70 sheets)

Standard Paper: A4 80 gm white yes

Non-Standard: (Specify) Size: _____ Weight: _____ Colour: _____

Covers: Yes No Colour: _____

Cover sheet photocopied onto card Other, please specify _____

Binding Yes No

If yes, which type? Heat (max 345 pages) Spiral Bind

A5 Saddle stitch booklets: all one colour Coloured covers

(A4 single sided originals are all that's required, the copier will orientate the booklet into the correct order)

Is a proof required? Yes No:

Additional Information:

Office Use Only

Job No : _____ Cost: _____

Proof Date:

Delivery Date: