**University of Bristol Print Services Bespoke Print Request Form**

**1-9 Old Park Hill, Bristol BS2 8BB Tel: 0117 92 89099 Job no.**

 **Email: bespoke-printing@bristol.ac.uk**

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| **£**Office use only |

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| CONTACT DETAILS / DELIVERY:  |
| **Name:**       | **Tel No / Mobile: (required field)**       |
| **Faculty:**        **Department:**        |
| **Delivery Address: (Department name and location)**       |
| **Budget Code:**       | **Date required: (refer to timescales)**       |

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| Business Card Details: Timescale: a PDF proof will be sent, once approved please allow 24 hours for printing  |
| **Please supply your Name, Qualifications, Job title, Department and Full Address, Tel Number and Email Address:**     **Quantity required:**      **Single sided:**       **Double sided Red Back with a White logo:**       **Double sided White back with a 2 colour logo:**       |

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| Bespoke Litho Printing: Timescale: 5 – 10 working days for print production from approved ripped PDF proof  |
| **Full Description of Job (i.e.12 page A5 booklet, printed in full colour onto 200gsm silk paper throughout, quote number Q123)**      **Quote number:**       **Quantity required:**      **Finished Size in mm:**      **Type of Stock Type and Weight:**       **Pantone Ink Colours, with ref numbers if applicable:**       |

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| Promotional Products: Timescale: 2 – 3 weeks for print production from approved visual PDF proof  |
| **Description of the Product: (ie Red T-Shirts, printed on the front left breast in white, size medium)****Quantity:** **Pantone Ink Colours, with ref numbers:**      **(If the pantone colour is one of the University’s corporate shades, please specify the colour and reference eg. Bright Aqua pantone ref. 3262)** |
| UOB Branded Items, held in stock: Timescale: within 24 hours |
| **Organic Fairtrade Cotton bags with long handles:** **Natural cotton with Red print Qty:**  |
| **8GB USB Sticks:****Red bodied stick Qty:** **Black bodied stick Qty:**  |
| **Pens Qty:**  |
| **Plastic Folders Qty:**  |
| **A5 Pads Qty:**  |
| **Pencil Qty:**  |
| **Card Capacity Folders Qty:**  |
| **Lanyards Qty:** ***with Plastic card holder:***       |

*Please note the client is ultimately responsible for the accuracy, correctness and legal/regulatory compliance of all copy, colours and dimensions whether supplied by the client or by Print Services. In particular the client is responsible for proof reading and signing off on ripped PDF /or hard copy proof versions prior to print.*

*I have obtained all the necessary permission from the copyright holder(s) of the material to be copied, and take full responsibility for any liability.*

