



## Plan Printing Job Instruction Sheet

Please use this form to confirm your instructions to us for printing your plans.

It is an interactive PDF form so it can be completed on your computer and by clicking on the send button it will be emailed back to us. PLEASE complete all relevant sections.

Company/Organisation/Personal Detail			
Company/Org or Personal Name:			
Delivery Address:			
Postal Address:			
		Postcode	
Contact Name:			
Phone:		Email:	

Invoicing			
Are we to Invoice you or a Building Supplies merchant?			
If to a merchant what branch?		What is your account code?	
Do you want a Quote before we print?			

Job Detail					
<b>File #1</b>					
File Name:		File Type:		Paper Type:	
Page Size:		Print Size:		Copies Re:	
Colour/B&W ?		Scanning:			
Cover Sheet:		Stapling:		Tape Edge:	
Any other instructions?					
<b>File #2</b>					
File Name:		File Type:		Paper Type:	
Page Size:		Print Size:		Copies Re:	
Colour/B&W ?		Scanning:			
Cover Sheet:		Stapling:		Tape Edge:	
Any other instructions?					

Delivery	
Delivery Instructions:	

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