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

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

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

|  |
| --- |
| **£**Office use only |

|  |
| --- |
| CONTACT DETAILS / DELIVERY:  |
| **Name:**       | **Tel No / Mobile: (required field)**       |
| **Delivery Address:**       |
| **Date required: (refer to timescales)**       |

|  |
| --- |
| 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:**       |

|  |
| --- |
| 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:**       |

|  |
| --- |
| 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:**       |

*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.*

