University of BRISTOL
Print Services

PRINT REQUEST

Please submit your job via the Print Submission portal which for students can be accessed here, or for those external to the University can be accessed here.
Only use this form if you are unable to find the product on the portal.
Only use this form for one item; for multiple items, use multiple forms.

Office use only

Job Number

NET £ VAT £

Total £

Once complete, please email to print-services@bristol.ac.uk by clicking here **Email**

1. CUSTOMER DETAILS

Name

Email

Contact No

2. DELIVERY DETAILS

Date request submitted

Delivery date

Delivery / Collection

3. PRINT SPECIFICATION

Job Name / Description

Quantity

Finished Size

Landscape ◯ Portrait ◯

EITHER **Leaflets (flat sheets up to A3)**

Black ◯ Colour ◯ Single sided ◯ Double sided ◯ Stock

Pages Folded Lamination

OR **Banners / Posters**

Type Stock

Lamination Poster Tube

OR **Booklets / Dissertation**

Pages cover Pages text Colours cover Colours text

Cover stock Text stock

Lamination Binding

Finishing Click here for an explanation of binding options

5. ADDITIONAL INFORMATION

Please specify any additional relevant information including numbering or personalisation requirements.
If wishing to use the special colours or varnishes on the Iridesse, specify these here.
If you require NCR sets or pads, please provide as much information as possible.
If you are ordering a hard bind, please specify your initials, surname, qualification and year of submission