



PRINT SERVICES REQUEST FORM

Please order your photocopying and printing requests using this form. For typesetting, amendments, and design of printing materials please use the typesetting and design form available from Marketing Services.

1 Please fill in your contact details

ONE FORM PER JOB PLEASE

Name.....
School/Service.....
Campus.....
Room.....
Tel./Ext.....
Email.....

2 Printing instructions

Type of Document / Job

Number of copies required

Number of originals

Single sided? Double sided?

Page Size

3 Finishing instructions

Covers required? YES/NO Colour.....

Staple? Please tick
One staple top left
Two staples left side
Stapled booklet
Landscape two staples
Landscape one staple

Collate? YES/NO

Binding? Wiro Glue

Hole punch? 2 4

Numbered? (starting at)

SHADED AREAS ARE FOR OFFICE USE ONLY

Order No.

4 Please fill in your authorisation details

I confirm that I have authorisation for this work to be processed
Name in Capitals.....
Agresso Project Number.....
Sub Cost Centre.....
Date work submitted.....

Date received at Print Centre

Date forwarded to Marketing Services

5 Please fill in delivery/collection details

Deliver to:
Name.....
Room.....
Campus.....
Please tick here if you wish to collect your work from the Print Centre

Date work required:(please see reverse for production guidelines)

6 Scanning

Scan to file

7 Additional instructions or information:

Job Completed by:.....
Dispatch date:.....

UEL Print Services is located at
The Print Centre, Room EB.G.12
Docklands campus, University Way, London E16 2RD
Contact Print Services: on extension 2801/2654
For Photocopying enquiries phone extension 2655
Email print_centre@uel.ac.uk
External Tel: 020 8223 2801 Fax: 020 8223 2942



Please ensure that this form has a correct Cost Centre and an authorised signature

GUIDELINES FOR USING UEL PRINT SERVICES

Website Link: www.uel.ac.uk/print email: print.centre@uel.ac.uk

What services are provided by Print Services?

Print Services are pleased to offer a range of printed products and services to all members of staff. The three principle methods of production are:

Black and white photocopying
Litho printing (ink printing)
Scanning

Digital Colour printing and photocopying
Large Format
Global Distribution

From a combination of these processes we are able to produce a multitude of products such as:

Handbooks, Module Guides, and Manuals (glue or wiro bound)
Handouts (stapled or punched if required)
Stationery (letterheads, business cards, compliment slips, envelopes)
Full colour publicity material (A4 and A5 booklets, U-folded leaflets, flyers, bookmarks, invitations, A3 posters etc.)
Administration forms and letters (NCR forms, perforated forms, reply slips etc.)
Teaching aids (transparencies, laminating and large scale diagrams)
Thesis Binding

We accept your work from both hard copy originals and most forms of digital artwork (i.e. from computer).

Each individual item for printing has to be accompanied by a separate **Request Form**. The form must be filled in with care so that we know exactly what your requirements are. If there are any parts of the form that you are unclear about please contact somebody at the Print Centre who will be happy to guide you through the process (see contact details over). The request form accompanies the job throughout the production process so be sure to include all vital details such as **contact name, telephone number, delivery address, cost centre and authorising signature**.

How do I get my work designed or typeset?

If your work requires any design it should be sent initially to **Marketing Services, Room WB.2.13 Docklands Campus (ext 2095)**. Once the work has been finalised and a **proof slip** has been signed by you to approve the work, it can be forwarded to Print Services for processing with a **Print Request Form**.

Typesetting elements (including amendments of business cards or letterheads) can be directly sent to us, Print Services, Room EB.G.12, or email: print.centre@uel.ac.uk, with details of changes specified on a Print Request Form.

How long will my work take to process?

There can be no absolute equation as each piece of work received varies in volume and complexity but as a rule of thumb, always submit your work as **early as possible**. The sooner we receive it, the sooner you will have it back. A turnaround time of two days is expected for the majority of standard work.

Here are some rough guides:

48 hour turnaround (from pick-up to delivery)
Simple handouts – comprising 10 to 50 A4 pages up to 100 sets
Short manuals – tape bound or stapled (up to 100 originals) and 100 copies
Colour copies – up to 1000 from a single original (A3 or A4)

Up to one week (from pick-up to delivery)
Simple stationery – standard departmental letterheads, business cards and compliment slips. NCR forms (No Carbon Required).

By arrangement
Very high volume copying – manuals comprising in excess of 100 originals and 100 sets

To simplify: the shorter and less complicated the job – the less time it will take to process and return. Conversely, the greater the page number, the longer the print run, and more complex the processes involved – the more time will be required for production.

IMPORTANT NOTE

During the periods directly before the beginning of the Semester (i.e. January - February and August - September) Print Services are inundated with demand for printing manuals and coursework in addition to routine work. Due to limits in machine and staffing capacity we require adequate lead in times in order to produce your work on time. Please ring for current advice.

How can I get my work to and from the Print Centre?

You can post your work directly to us via the internal mail – please address to **Print Centre, Room EB.G.12, Docklands Campus** (label clearly using a well sealed envelope).

Alternatively for members of Schools who have the facility, you may use the special boxes provided at your appropriate drop-off and collection points (please ask your School Administrative Assistant for current details).

Work can also be emailed to print.centre@uel.ac.uk but will require authorisation by budget holder prior to printing and an allocated cost centre on a Print Request Form.

Work will be returned to you by **Estate Services** who provide delivery of finished items. If your work fails to arrive as expected please contact Print Services on 2655 for photocopying or 2130 for general enquiries.