



Printing Requisition Form

GOVERNMENT PRINTING DEPARTMENT

Bay Street, St. Michael.

Tel 535-6301 535-6306

Fax 535-6328 Email :government.printery@barbados.gov.bb

CC: andrea.forde@barbados.gov.bb

Job No.: _____

Date Submitted: _____
mm / dd / yyyy

Date Required: _____
mm / dd / yyyy

PLEASE READ AND FILL OUT IN DETAIL. Call the Government Printing Department at 535-6301 or 535-6306 if assistance is needed.

CLIENT	Name of Ministry/Department/Agency: (PLEASE PRINT) <div></div>	Authorising Signature: <div></div>
	Contact Name: (PLEASE PRINT) <div></div>	Phone: <div></div> Email Address: <div></div>
	Alternate Contact: (PLEASE PRINT) <div></div>	Phone: <div></div> Email Address: <div></div>

Your Order:

DATE	PARTICULARS/TYPE	AMOUNT	REQUIRED BY
COLLECTIONS	Items to be collected: complimentary slip, vacation leave forms, etc.		

All requisitions must be accompanied by a recent original specimen in order to be processed.

Please complete page 2 for design and print services

PROJECT DESCRIPTION	<p>Type of the job requested. (Please be specific - i.e. Letterhead, Newsletter, etc.)</p> <p>Code no. _____</p> <p>Amount requested: _____</p> <p>Is Client Supplying Stock Yes <input type="checkbox"/> No <input type="checkbox"/> Amount Supplied: _____ Type: _____</p>	
ARTWORK	<p>Are Design Services Requested. <i>Please submit the following:</i></p> <p>Text file(s) <input type="checkbox"/> Photos <input type="checkbox"/> Graphic files <input type="checkbox"/></p> <p>No of Pages: _____ Job Size (w x h): _____ (ins) x _____ (ins)</p> <p>Logo(s) <input type="checkbox"/> 1 Side: <input type="checkbox"/></p> <p>Specimen <input type="checkbox"/> 2 Sides: <input type="checkbox"/> Colour: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Files should be submitted on flash drives or CD (If emailing files, please attach all required images, fonts, etc.)</p>	<p>Is this a NEW printing job? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is this a REPRINT WITH REVISIONS? (Send copy of previous job) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Last Job # _____ <i>Cheques Tickets Receipts etc.</i></p> <p>Is this an EXACT REPRINT with no changes? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(Send copy of previous job)</p> <p>Last Job # _____ <i>Cheques Tickets Receipts etc.</i></p>
PRINT DESCRIPTION	<p>PRESS READY Digital artwork provided, ready to print.</p> <p>If Numbering Needed – Beginning Number _____</p> <p>Duplicates: <input type="checkbox"/> Colour: _____ Triplicates: <input type="checkbox"/> Colour: _____</p> <p>File Name _____</p> <p>Job Size (w x h): _____ (ins) x _____ (ins) Quantity: _____</p> <p>Black and White: <input type="checkbox"/> Full Colour: <input type="checkbox"/></p> <p>Spot Colour(s): One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/></p> <p>Visuals A hard-copy printout from the client is required as the final approved document</p> <p>Cover: _____</p> <p>Inside: _____</p> <p>Other: _____</p>	
FURTHER INSTRUCTIONS		

All requisitions must be accompanied by a recent original specimen in order to be processed.