## Please Note: As per UOE guidelines we cannot proceed with any print without a Purchase Order.

### Complete the relevant information request fields below for your project.

### Then email the form to **uoe@cds-print.co.uk**

### **Questions:** If you have any questions regarding your project or have an issue with your order, please contact the team on **uoe@cds-print.co.uk**

## Your Details:

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| --- |
| Contact/Name: |
| Department: |
| Project/Job Title: |
| PO Number: |
| Email: |

## Print Requirements:

### All artwork must be provided in ‘print ready’ **PDF format**, including trim and bleed marks. We do not accept word documents or PowerPoint files. Please convert all files into PDF format before submitting for print.

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| Project/Job Title (same as Client Details) | Choose a title that helps to identify your project from others |
| New or reprint? | If a reprint of a previous job, please provide the previous job number. |
| Item type | Choose an item. |
| Description | Provide us with a description of the item |
| No. copies | Click or tap here to enter text. |
| Size | Choose an item. |
| No. pages | Click or tap here to enter text. |
| Single/double sided | Choose an item. |
| Colour option | Choose an item. |
| Material type | Choose an item. |
| Material weight | Choose an item. |
| Finishing | Choose an item. |
| Binding | Choose an item. |
| Other notes | Are there any other details we need to know about your project? Does your project require special delivery due to requirements around confidentiality etc. Please tell us anything that we might need to know. |

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| **Contact details of recipient. Please provide delivery address with postcode below:** |
| Please let us know if there are any specific requirements for your delivery. |