

PRINT REQUEST FORM

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 clare.syers@cdp.co.uk

Questions: If you have any questions regarding your project or have an issue with your order, please contact the team on clare.syers@cdp.co.uk

Your Details:

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.

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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Email this completed form along with your files to clare.syers@cdp.co.uk

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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.

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