## Printing Request Form

Name: $\qquad$
Date: ___ / __ / $\qquad$

Club/Society: $\qquad$
Student Number: $\qquad$
Photocopying

| Size |  | Colour | No. of <br> Copies | Cost |
| :---: | :---: | :---: | :---: | :---: |
| A4 | Single- <br> sided | $£ 0.10$ |  |  |
|  | Double- <br> sided | $£ 0.15$ |  |  |
| A3 | Single- <br> sided | $£ 0.20$ |  |  |
|  | Double- <br> sided | $£ 0.30$ |  |  |
|  | Total: |  |  | $£$ |

Laminating - Per Sheet

| Size | Cost | Quantity: | Total: |
| :---: | :---: | :--- | :--- |
| A4 | $£ 0.60$ |  | $£$ |
| A3 | $£ 1.20$ |  | $£$ |
|  | Total Price: |  | $£$ |


| Size | $\checkmark$ | Black and <br> White | No. of <br> Copies | Cost |
| :---: | :---: | :---: | :---: | :---: |
| A4 | Single- <br> sided | $£ 0.05$ |  |  |
|  | Double- <br> sided | $£ 0.07$ |  |  |
| A3 | Single- <br> sided | $£ 0.10$ |  |  |
|  | Double- <br> sided | $£ 0.15$ |  |  |
|  | Total: |  |  |  |

Total Cost $£$ $\qquad$
Chair/Vice Chair Finance and Admin Authorisation:

Print Name: $\qquad$

Signature: $\qquad$

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## Total Cost $\mathbf{f}$

$\qquad$
Chair/Vice Chair Finance and Admin Authorisation:
Print Name: $\qquad$

Signature: $\qquad$

