

P³ DESIGN STUDIO – REQUISITION FORM CERTIFICATES



P³ DESIGN STUDIO USE ONLY

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P³ DESIGN STUDIO CONTACT P³ DESIGN STUDIO JOB NO.

P³ DESIGN STUDIO –

1st Floor, Mathews Building
(entrance opposite Bank Bldg)

Telephone: (02) 9385 2840

Facsimile: (02) 9385 1263

MUST BE COMPLETED

CLIENT DETAILS

School/Dept:					Date: / /	
Account Code:	Account	Fund	Department Id	Prog	Deadline: / /	
	Sub CI	Budget year	Project			

IF ACCOUNT CODE SUPPLIED FAILS BUDGET CHECKING, COSTS WILL BE DEBITTED FROM OPERATING FUND

Contact Person:	Tel/Ext:	Fax:
Position/Title:	Email:	
Address:		

AUTHORISATION TO PRODUCE CERTIFICATE/S (BOTH SIGNATURES ARE MANDATORY)

Head of School/Department/Centre:		
	Print Full Name	Signature
Dean/Vice-Chancellor or Registrar's Nominee:		
	Print Full Name	Signature

AUTHORISATION TO USE ELECTRONIC SIGNATURE

Head of School/Department/Centre:		
	Print Name	Title/Position
Dean/Vice-Chancellor's Nominee:		
	Print Name	Title/Position

CERTIFICATE DETAILS

Name of Certificate Course/Achievement: (Please attach sample if previously printed or if there are multiple types) (Email list of names to DTP operator to start job)

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Total Number of Certificates:	Type of Certificate: (Type A, B, C or D▲ – colour/bw shield)
Duration of Course: (date/s or total hours)	Date for the Certificate to be Dated: (optional)

▲ Type of Certificate:

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| TYPE A (UNSW Testamur Security Stock) | – Degrees and Diplomas given by the UNSW Council |
| TYPE B (Colour Shield on Parchment Stock) | – Statement of Attainment Certificate given by the Registrar |
| TYPE C (Colour Shield on Parchment Stock) | – Scholarships, Prizes and Courses run over 2 weeks or very important overseas courses |
| TYPE D (Black & White Shield on Parchment Stock) | – Completion of Non-Award Short Courses less than 2 weeks, Primary/Secondary School Competitions, Special Achievements eg. Peer Mentoring, Recognition of Service to the Community |

ADDITIONAL PRODUCTS/SERVICES (TICK APPROPRIATE BOXES)

Plastic Pocket with Backing Board for each certificate <input type="checkbox"/>	Presentation Folder for each certificate <input type="checkbox"/>
Leather bound certificate holder <input type="checkbox"/>	Other <input type="checkbox"/>

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Work in Progress File name and path:

			Final Sign Off	To Printer	Due Back from Printer

Job completed / filed / invoices returned (sign and final date): _____