

University of Sunderland Reprographics Request Form sunderland.ikontrac.co.uk

LCA Hut City Campus



EXCELLENCE LOTT lat, Oity Gampus.											•				
Customer Info (Please supply as much information as you can)											Date Sent Date Require			Required	
Name				Floor/Room							Additional Notes / Job Description				
Phone				School Service											
Email				Full Expenditure Code (Very Important)											
Building				you have the authority to have this document reproduced YES NO											
Quantities Number of Originals										Num Copi	mber of Dies				
Print Type Pa				per Size					L	Pape	er Stock	<u> </u>	<u>Paper</u>	<u>Sides</u>	
Black & White	Co	olour	A4	A3	A2	A	\1	A0	ŀ	White	Paper	White Card	Single	Double	
										Colou	r Paper	Colour Card	Labels	Transparency	
Binding Stap			ple 1 d	e 1 or 2 Comb B			Bind	Tł	nerr	nal T	ape	Uni Bind	V	/iro Bind	
Covers / Colour Card C				over Front & Back						& Ba	Back Acetate Front Card Back				
Finishing Collate		lated	Uncollated		Laminate		Fold Gu		uill	illotine Pa		Book	klet	Hole Punch	
 Easy as email Large files Track job progress Instant quote No post delay No messy originals Sunderland.ikontrac.co.uk (click new user signup) Get setup for scanning from your lkon photo copier & have your originals sent to your email as .pdf Get rid of scrappy bits of paper. Email: printservice@sunderland.ac.uk 															
Return Ad	dres	<u>s</u>	ı							ı					
Name B			Bui	uilding							Room		School	/ Service	
Telephone	•													***	
Printed by :			Che	Checked by :									EXC	SERVICE CELLENCE	