

EXAM PRINTING REQUEST FORM

Departmental name _____

Email _____

Contact number _____ Date _____

Signature _____

Please tick the appropriate box to select options

Cat 1 – Students that Need Extra Provision (NEP) (10 extra copies)

Module Code _____ Paper Title _____

Quantity _____ Paper Duration _____

Single sided Double sided

Stapled Full Colour

Cat 2 – A3 Papers etc (1 extra copy in A4 format)

Module Code _____ Paper Title _____

Quantity _____ Paper Duration _____

Single sided Double sided

Stapled Full Colour

Cat 3 - Main Halls (20 extra copies to be provided)

Module Code _____ Paper Title _____

Quantity _____ Paper Duration _____

Single sided Double sided

Stapled Full Colour

Any other instructions _____

Is a proof required? Yes No

Office use only

Date Received _____ Job No. _____ Cost € _____

Proof Date _____ Delivery date _____

While jobs may be processed more quickly the turnaround time is 3-5 days