



Requisition No-----

REQUISITION FOR DUPLICATING / PRINTING OF OFFICIAL WORK

Checked by _____

JOB NUMBER

SURNAME/INITIALS		STAFF NUMBER	
		COST CENTRE	
DEPARTMENT CODE		EXT. NUMBER	
		DATE HANDED IN	

TITLE OF DOCUMENT					
NO OF PAGES		COPIES PER EACH PAGE		TOTAL NO OF PAGES	
PRINTED IN BLACK AND WHITE		COLOUR INK		COLOUR PAPER	
PRINTED ONE SIDE		STAPLED		PERFORATED	
PRINTED BOTH SIDES		BOUND			
		CLOSED		NUMBERED	

Total Price R _____

REQUESTER'S SIGNATURE		DEPARTMENT	
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**NB: NO WORK WILL BE ACCEPTED WITHOUT THE APPROVAL BY THE HEAD.
NO WORK WILL BE PRINTED IF THE COST CENTER IS HAVING INSUFFICIENT FUNDS. (Please check your cost centre before you submit your job to us)**

APPROVAL BY HEAD OF DEPARTMENT	
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- NB**
- Jobs handed in are subject to a minimum waiting period of at least eight 8 working days from date of submission.
 - It is the client's responsibility to number the pages of all documents handed in order to avoid incorrect collation.
 - Documentation should be handed in unbounded.

Printed by _____

Minutes used _____

Printed date _____

Collected by Name

Signature

Date