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Print Form

PLAN REQUISITION FORM

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TODAY'S DATE
OFFICE USE ONLY
JOB LOG
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JOB REQUIRED BY	DATE		TIME			COPY X	

CLIENT DOCUMENTS SUPPLIED

PLANS SIZE (HARDCOPY)

B1 (1000MM X 707MM)		A0 + (>1189MM X 841MM)		A0 (1189MM X 841MM)		A1 (841MM X 594MM)	
A2 (594MM X 420MM)		A3 (420MM X 297MM)		A4 (297MM X 210MM)			

PLANS SIZE (SOFTCOPY)

B1 (1000MM X 707MM)		A0 + (>1189MM X 841MM)		A0 (1189MM X 841MM)		A1 (841MM X 594MM)	
A2 (594MM X 420MM)		A3 (420MM X 297MM)		A4 (297MM X 210MM)			

PLOT / PRINT/ COPY INSTRUCTIONS

☐ PLOTTING ☐ PRINTING ☐ COPYING

PLAN ☐ ALL PLANS ☐ TAGGED PLANS

PLAN SIZE ☐ B1 ☐ A1 ☐ A2 ☐ AS ORIGINAL OTHER _____

IMAGING COLOUR ☐ AS ORIGINAL ☐ BLACK / WHITE ☐ COLOUR

COATED PAPER TYPE ☐ PREMIUM GP UNIVERSAL 100gsm ☐ PREMIUM PAPER 120gsm ☐ PHOTOGLOSS PAPER 170gsm

(RECOMMENDED FOR HIGH CLOUR PLANS) ☐ SMARTMATT170gsm

UNCOATED PAPER TYPE ☐ STANDARD PAPER 90gsm ☐ STANDARD PAPER 56gsm ☐ BOND PAPER 80gsm

(RECOMMENDED FOR BLACK / WHITE PLANS) ☐ TRACING PAPER 112GSM ☐ TRANSPARENCY FILM

ENLARGEMENT / REDUCTION INSTRUCTIONS

PLANS REDUCTION / ENLARGEMENT REDUCE TO _____ ENLARGE TO _____ OTHER _____

FINISHING INSTRUCTIONS

COLLATED & ROLLED ☐ ROLLED INDIVIDUAL ☐ AS ORIGINAL ☐ FOLD TO _____

SCAN TO FILE INSTRUCTION (STANDARD IMAGE CAPTURE @ 200DPI)

SCAN ☐ ALL PLANS ☐ TAGGED PLANS

SCAN COLOUR ☐ AS ORIGINAL ☐ BLACK / WHITE ☐ COLOUR

SCAN IMAGE ☐ SINGLE PAGE PLAN ☐ MULTIPLE PAGE PLAN

SCAN DPI ☐ 200 DPI ☐ 300 DPI ☐ 400 DPI ☐ 150 DPI (LARGE FORMAT COLOUR PLAN)

PLAN SIZE ☐ AS ORIGINAL OTHER (PLEASE SPECIFY) _____

SCAN FILE TYPE ☐ AS ORIGINAL ☐ TIFF (GROUP 4 COMPRESSION) ☐ CAL (COMPRESSION NONE) ☐ HIDDEN OCR IN PDF

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