

Form for Detailing Plan 'Sets' to Be Printed

Use this form to accompany your uploaded data file to instruct us which plan no's in the set are to be printed, material on which they are to be printed, the size, colour and the number of copies.

| | | | |
|---------------------|--|--------------------|--|
| Company Name: | | Date: | |
| Contact: | | P/Order No: | |
| Email Address: | | Phone No: | |
| Plan Set File Name: | | No of Pages in Set | |

How to Complete This Form:

This is an interactive PDF form, simply enter the required data into each field then press 'TAB' key to go to the next field. If you do not enter any data alongside a 'Plan No' we will assume no plans are required for that page/plan. Save this form as a PDF and upload it to us along with your Plan Set data file

We will Pack and Ship your plans along with an Invoice.

| Plan # | Plan Name or Code | Original Size | | | | Required Size | | | | Material | Colour/B&W | | No's Req |
|--------|-------------------|---------------|----|----|----|---------------|----|----|----|----------|------------|-----|----------|
| | | A0 | A1 | A2 | A3 | A0 | A1 | A2 | A3 | | Col | B&W | |
| | | | | | | | | | | | | | |

| | | | |
|--|--|------------------------------|--|
| Packaging: <input type="checkbox"/> Flat <input type="checkbox"/> Rolled <input type="checkbox"/> Bound | | Total Pages to be Printed >> | |
|--|--|------------------------------|--|

Delivery Instructions:

| | | | |
|-------------------|--|-----------|--|
| Street Address 1 | | | |
| Street Address 2: | | | |
| City: | | Postcode: | |

Other Instructions or Detail:
