

## Form for Accompanying Hard Copy Plans to Be Printed

Use this form to accompany your hard copy plans to instruct us what is to be printed, material on which they are to be printed, the size, colour and the number of copies required.

### Your Details

Carters Home Branch:		Carters A/c No:	
Company Name:		Date:	
Contact:		Your Ref No:	
Email Address:		Phone No:	
Street Address			
City/Town:		Postcode:	

### Details of Your Order

Name of Plans or Identifier		Date Plans Required:	
Print On:	Tyvek 80gsm Bond Paper	Size:	A0 A1
No of Copies:			A2 A3
Do you want us to also Scan you plans and provide you with PDF copies on a Flash Drive?			Yes No
<i>Note: Additional charges will apply.</i>			
Additional Detail: Please add any instructions regarding printing or scanning of your plans.			

### Delivery

Please deliver my printed plans to:	Address as above? Carters Branch? New Address, see below		
New Delivery Address:			
		City/Town:	
		Postcode:	

**Carters Office Use** [Carters Staff: Before sending this form and processing envelope to Repro-Online please add a valid Carters Purchase Order No., below]

Authorising Carters Staff Member:		Carters Purchase Order No:	
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### 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, once completed then print form.

Alternatively simply print the form and enter detail with pen.

**IMPORTANT:** This completed form must be placed in the envelope to accompany your plans for processing.