



State Government Order Form

Date:	Name/Dept:
	Invoice Address:
	Delivery Address:

Contact:
Tel:
Fax:
Email:
Order No:

Files			Specify colour	Specify colour	Specify colour	Choose from the 12 standard colours listed below or if non standard colours are desired, provide the PMS Number/Process Colour in the boxes
	Qty	Black Print 1 Side	Plus Coloured F & Spine	Plus 1 additional colour	Plus 2 additional colours	
Files 30mm spine						
Files 50mm spine						
		Black Print 2 Side	Plus Coloured F & Spine	Plus 1 additional colour	Plus 2 additional colours	
Template. Please specify which option is required	Standard	Non Standard	<i>If Non Standard Template or Non CUA File is required, we will need a proof and will provide you with a quote</i>			
			For non standard colours specify PMS/Pantone colour		Standard File Colours	
File Production/ Delivery time in Days please select	3 Days Urgent	10 Days Standard	<i>Orders for labels and other stock items will be delivered in 1-2 days</i>	<i>Printed Files in 3-10 Days depending on Urgency/complexity</i>	Black - Pantone Light Blue - PMS 311 Dark Blue - Reflex Orange - PMS 172	Red - PMS 485 L /Green - PMS 368 Dark Green - PMS 349 Pink - PMS 190
					Yellow - PMS 012 Purple - PMS 2612 Grey - PMS 430 Brown - PMS 174	
File Fasteners						
			Qty Unfitted	Qty Fitted		
3 in 1 Tube Clips - Box of 100 (Minimum 500 CUA)						
Key Clip/Tubebind - Box of 100						
Split Pin 38mm - Box of 200						
Split Pin 51mm- Box of 100						
Pin Patch - Roll of 500						

Labels							<i>For other AusRecord products not listed on this order form please refer to our website</i> www.ausrecord.com Standard Order Form
<i>Please specify if labels are unfitted or fitted</i>				Qty Unfitted	Qty Fitted		
A4 Trim Laser Labels - pack of 100							
Colour Code Labels			Unfitted	Fitted			
Alpha Labels			Numeric Labels				
Side Tab Labels	Full/Size Roll of 500	Full Size Sheet of 20	Half Size Sheet of 20	Numeric Labels	Full/Size Roll of 500	Half Size Sheet of 20	
	Qty	Qty	Qty		Qty	Qty	
A				0			
B				1			
C				2			
D				3			
E				4			
F				5			
G				6			
H				7			
I				8			
J				9			
K				Year Labels	Full/Size Roll of 500		
L				2001			
M				2002			
N				2003			
O				2004			
P				2005			
Q				2006			
R				2007			
S				2008			
T				2009			
U				2010			
V				2011			
W				Other Items or Comments			
X							
Y							
Z							
MAC							
MAC							

If you have your own preferred courier account please specify Name and Account number below

Courier Name

Account Number

Courier telephone number