



• DOCUMENT MANAGEMENT SPECIALISTS

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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 - 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>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								
L				Year Labels	Full/Size Roll of 500			
M				2001				
N				2002				
O				2003				
P				2004				
Q				2005				
R				2006				
S				2007				
T				2008				
U				2009				
V				2010				
W				2011				
X				2012				
Y				Other Items or Comments				
Z								
MC								
MAC								

For other AusRecord products not listed on this order form please refer to our website

www.ausrecord.com
Standard Order Form

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

Courier Name

Account Number

Courier telephone number