Print Form

Learning Resources Development and Support
Creative Media Services

USQ UNIVERSITY OF SOUTHERN QUEENSLAND
fulfilling lives

Graphics/Multimedia Projects
WORK REQUEST

Name _____ Telephone _____

Fac/Section _____

Date requested _____ Date Art required _____ Client Ref# _____

Course No _____ Course Name _____

Job Title _____

Description

Authorised by if sent digital there is no need for signature

COPYRIGHT

(If Copyright approval is required, this area must be read and signed by the person making the request.)

I, _____ , understand that there may be serious ramifications for myself, the person copying the work and the University should the *Copyright Act* or any other intellectual property laws be breached by the copying or other dealing of this work.
I state that I am satisfied that there will be no infringements of any Commonwealth or State laws if this work request is carried out.
I accept all risk in relation to any such breach and totally indemnify any other party, including the University, for any breach which may occur. I have sought and obtained written permission from all copyright owners.

Signed _____ Date _____

Written permission to copy attached ☐ Copyright permission attached ☐

Job# _____
Artist _____
Com'p _____
W/E _____
Prev Job # _____
On CD/DV # _____

Charge ☐
A rate ◉
C rate ○
Cost Centre _____

Quote ○ Yes ◉ No
Com'p _____
Accepted _____
Print Quote ○ Yes ◉ No
Com'p _____

Printed by: _____
Print Quantity _____
PS Quote _____

Delivery Method
Data_Tran ☐
CD/DVD ☐
Network ☐
Email ☐
PS Digital Col ☐
MS Col Printer ☐
Colour Plot ☐
Other _____
Date chk'd: _____
Chkd by _____
Delivery to _____

Domestic ☐
International ☐

Date	Qty	MATERIALS	Unit $	Total	
			Materials Total		**Totals incl GST**
			☑ +GST	$0.00	$0.00

Date	Hours	JOB DETAILS			
Total Hours		@ $40.00 No charge	Labour Total	$0.00	
			+GST	$0.00	$0.00
			Grand Total	$0.00	$0.00

Date Completed _____ Signed _____