BINDERY REQUISITION

RECEIPT NO:  | JOB NO: |
------------|---------|

UP PERSONNEL/ STUDENT: ☐  PRIVATE: ☐

Cost Point No:  | Account No: |
------------|-------------|

Date received:  | Date to be collected: |
------------|-----------------|

Project no: | |
------------|---|

Title: -------------- Name & Surname: ------------------------ Personnel/Student No: ------------
Dept./Faculty/Division: ----------------------------------------------------------------------------------

Tel No: -------------- Cell No: ------------------ E-mail: -----------------------------

INSTRUCTIONS:

<table>
<thead>
<tr>
<th>FULL BINDING:</th>
<th>10 working days</th>
<th>5 working days</th>
<th>3 working days</th>
<th>Number of books</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP personnel/students</td>
<td>R350</td>
<td>R400</td>
<td>R460</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private customers</td>
<td>R420</td>
<td>R480</td>
<td>R550</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COVER MATERIAL COLOUR:  | FOIL COLOUR: |
------------------------|-------------|
NAVY BLUE | ROYAL BLUE | MAROON | GREY | 2Tone RED | 2Tone BROWN | GREEN | BLACK | GOLD | SILVER |

SPECIAL INSTRUCTIONS OTHER THAN UP STANDARD:

PLEASE DO NOT USE YOUR STUDENT ACCOUNT TO MAKE PAYMENT FOR BINDERY REQUIREMENTS

C/O Lynnwood & University Rd, South Campus, Building 4
CONTACT NUMBER: 012 420 3689/6801

BANKING DETAILS:
NAME: University of Pretoria
BANK: ABSA
BRANCH: Hatfield, Pretoria
BRANCH CODE: 632005
ACC. NO.: 2140 000 038

REFERENCE NO.: E0190832604
ACCOUNT TYPE: Cheque
Please email proof of payment to:
bindery@up.ac.za AND annesley.rademeyer@up.ac.za

AMOUNT DUE: | |