



ST. THOMAS COLLEGE OF ARTS AND SCIENCE

Affiliated to the University of Madras | An ISO 9001:2015 Certified Institution

Koyambedu, Chennai- 107



Printing Request Form

Date.....

Date Required:

1. EVENT TITLE:

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2. DESCRIPTION OF ITEM REQUESTED:

A4 Sheets Brochure Certificate

3. PRINTING INSTRUCTIONS:

No. of Copies:

No. of Pages:

Print Colour: Black Colour

Paper Size: A3 A4 A5

Print Material: Paper Cardboard

4. Department Instruction:

Name of the Department/Association/Club/Sports/Extension Activities/Other:

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Shift: I II Both

5. Signature of HoD/Physical Director/Coordinator/other:

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Encl: Principal Permission Letter (Copy)

Received :

System Analyst

Chief IQAC Coordinator & Head CMS