

## Printing Request Form

Date.....

Date Required: .....

1. EVENT TITLE:

.....

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:

.....

Shift:      ☐ I      ☐ II      ☐ Both

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

.....

Encl: Principal Permission Letter (Copy)

Received: .....

**IQAC Assistant Analyst**

**Dean-College Affairs &  
Chief IQAC Coordinator**