Macquarie Lighthouse Press

MACQUARIE UNIVERSITY ~ SYDNEY

Requisition for Envelopes

Date: .....

Division/Department/Office.....

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Date required: .....

Authorisation for Expenditure

Account Number

☐☐☐☐ ☐☐☐☐ **5 1 9**

Account Name

.....

Requisitioned by:

Print.....

Sign .....

Dept Reference Number .....

Telephone:.....

Deliver to: Building..... Room .....

Minimum order for DL, DLE, DLX & C5 is 500

Minimum order for B5 and larger is 250

Qty	Size		Window
_____	DL	(110mm x 220mm)	☐
_____	DLE	(114mm x 225mm)	☐
_____	DLX	(120mm x 235mm)	☐
_____	C5	(229mm x 162mm)	☐
_____	B5	(250mm x 176mm)	☐
_____	C4	(324mm x 229mm)	☐
_____	B4	(353mm x 250mm)	☐
_____	P26	(380mm x 255mm)	☐
_____	EXL	(405mm x 305mm)	☐

Style ☐ **Postage Paid** ☐ **Reply Paid** Application has been sent to BGO / Reprint

Print your Division, Department or Office details on the dotted line.

MACQUARIE UNIVERSITY~SYDNEY

POSTAGE PAID AUSTRALIA

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Fax completed form to x7384. For enquiries ring x7385 / 7395