**Unitec Copy Centre**

Paper and Staples Order Form – Forward form to copy@unitec.ac.nz

Paper will be delivered to your department. Staples/Cartridges to be collected from Copy Centre – or if you need them inserted, please advise Copy Centre Staff

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Serial No |  |
| Department |  |  |  |
| Charge Code |  |  |  |
| Tel No/Ext |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Box numbers required(max 8)** | **Staple Cartridge quantity**  |
| A4 paper (1 box =5 reams) |  | N/A |
| A3 Paper (1 box = 3 reams) |  | N/A |
| Staples – per cartridge $80.00 | N/A |  |

Copy Centre Notes

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