

Subject: Requirement of Printing

1. There is a requirement of Design & Layout/printing of
 - (a) Name of document :
No. of copies :
Distribution of books :
 - (b) Specifications :
Pages :
Size :
Any specific instructions: --
 - (c) For whom (Submit approval/Authority if any)
 - (d) Budget :
 - (e) Date of Submission :
 - (f) Contact person / Division:
 - (g) Space in ware house : Available/ Not Available.
2. The process of finalization of document : Includes (a), (b) and (c)
 - (a) Initial Proof :
 - (b) Edit / Amendment / Addition :
 - (c) Final proof of acceptance :

Coordinator:

Sr Consultant /Advisor

PAO

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