**Оrder of registration applications**

1. Fill out an application and sign at the head of the Subdivision.
2. Bring in Copiers plot 1 copy for printing in electronic or printed form together with the application.
3. Pick up copies at the agreed time.

Marked in red fills the customer.

Marked blue fills employee Publishing.

If you have problems completing an application, contact the employee Publishing

|  |
| --- |
| *Request for printing and copying works* |
| № **\_\_\_\_\_\_\_\_\_\_\_\_** from "\_\_\_\_" **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 20**\_\_\_**г. |
| Subdivision - the customer **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |   |
|  |  ( the name of the structural subdivision ) | Сode |
| A representative of the customer **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Phone **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Title of the original **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Рrice **\_\_\_\_\_\_\_\_\_\_\_\_** rub. | Edition \_\_\_\_\_\_\_\_\_\_ copies | Volume **\_\_\_\_\_\_\_\_\_** pages |
| Trim size **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Print **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  (А3, А4, А5 another in mm) |  (1+0, 1+1, 4+0, 4+1, 4+4 another) |
| Cover **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Block **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Paper on the cover **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Paper on the block **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| A method of bonding **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | sketch form bond |
|  |  glue, clip, spring |
| Аdditional finishing **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  lamination, rounding another |
| Required Delivery Date "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ г. |
| Distribution of circulation : |  |  |  |  |
| Code of Subdivision | Recipient | the number of copies |
| Customer |   |   |
| Customer |   |   |
| Print delivery |   |   |
| Internal distribution |   |   |
| Library HSE |   |   |
| "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head of Subdivision**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  | Name |  signature |
| Orders received at work **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  ( Printing employee name, signature, date ) |
|   |   |   |   |   |   |
| **REFERENCE (ПФУ\*):** | **СПРАВОЧНО (УБУ):** |
| Source and funding profile | Счет затрат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Отличительный признак.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Internal subaccount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Тема, контракт, договор и т.д.)  |
| Еmployee ПФУ\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Работник УБУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (name, signature, date ) |   | (Ф.И.О., подпись, дата) |
| Order executed and received **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | (the name of the representative of the Subdivision , the customer signature and date) |
| Выполненный заказ передан на склад № \_\_\_, накладная № \_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Дата \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Исполнитель \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\* Planning and Financial Management - completed if the work is not for the learning process.