|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Заявка на выполнение печатных и копировально-множительных работ** |
| № \_\_\_\_\_\_\_\_\_\_\_\_ от "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г. |
| Подразделение – заказчик \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |
|  |  (наименование структурного подразделения) | шифр |
| ПредставительПодразделения –заказчика \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Телефон \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Название оригинала \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Цена\_\_\_\_\_\_\_\_\_\_\_\_ руб. | Тираж\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ экз. | Объем\_\_\_\_\_\_\_\_\_\_\_ стр. |
| Обрезной формат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Печать \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (А3, А4, А5, другой в мм) | (1+0, 1+1, 4+0, 4+1, 4+4, другая) |
| Бумага на обложку \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Бумага на блок \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Способ скрепления \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | эскиз вида скрепления |
|  | клей, скрепка, пружина |
| Доп. отделка \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | ламинация, кругление, разбор, другое |
| Необходимая дата сдачи "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г. |
| Распределение тиража: |  |  |  |  |
| Шифр подразд. | Получатель  | кол-во экз. |
| Заказчик |   |   |
| Заказчик |   |   |
| Типографская рассылка |   |   |
| Внутренняя рассылка |   |   |
| Библиотека НИУ ВШЭ |   |   |
| "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Рук. подразд. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | Ф.И.О. |  Подпись |
| Мат.-ответ. лицо (**МОЛ**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ф.И.О. и должность Заказ принят в работу \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Ф.И.О. работника Типографии, подпись, дата) |
|   |   |   |   |   |   |
| **СПРАВОЧНО (ПФУ):** | **СПРАВОЧНО (УБУ):** |
| Источник и раздел финансирования | Счет затрат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Отличительный признак.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Внутренний субсчет \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Тема, контракт, договор и т.д.)  |
| Работник ПФУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Работник УБУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Ф.И.О., подпись, дата) |   | (Ф.И.О., подпись, дата) |
| Заказ исполнен и получен \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  (Ф.И.О. представителя Подразделения-заказчика, подпись, дата) |
|  |

 |

|  |
| --- |
| **Заявка на выполнение печатных и копировально-множительных работ** |
| № \_\_\_\_\_\_\_\_\_\_\_\_ от "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г. |
| Подразделение – заказчик \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |
|  |  (наименование структурного подразделения) | шифр |
| ПредставительПодразделения –заказчика \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Телефон \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Название оригинала \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Цена\_\_\_\_\_\_\_\_\_\_\_\_ руб. | Тираж\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ экз. | Объем\_\_\_\_\_\_\_\_\_\_\_ стр. |
| Обрезной формат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Печать \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (А3, А4, А5, другой в мм) | (1+0, 1+1, 4+0, 4+1, 4+4, другая) |
| Бумага на обложку \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Бумага на блок \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Способ скрепления \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | эскиз вида скрепления |
|  | клей, скрепка, пружина |
| Доп. отделка \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | ламинация, кругление, разбор, другое |
| Необходимая дата сдачи "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г. |
| Распределение тиража: |  |  |  |  |
| Шифр подразд. | Получатель  | кол-во экз. |
| Заказчик |   |   |
| Заказчик |   |   |
| Типографская рассылка |   |   |
| Внутренняя рассылка |   |   |
| Библиотека НИУ ВШЭ |   |   |
| "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Рук. подразд. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | Ф.И.О. |  Подпись |
| Мат.-ответ. лицо (**МОЛ**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ф.И.О. и должность Заказ принят в работу \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Ф.И.О. работника Типографии, подпись, дата) |
|   |   |   |   |   |   |
| **СПРАВОЧНО (ПФУ):** | **СПРАВОЧНО (УБУ):** |
| Источник и раздел финансирования | Счет затрат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Отличительный признак.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Внутренний субсчет \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Тема, контракт, договор и т.д.)  |
| Работник ПФУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Работник УБУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Ф.И.О., подпись, дата) |   | (Ф.И.О., подпись, дата) |
| Заказ исполнен и получен \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  (Ф.И.О. представителя Подразделения-заказчика, подпись, дата) |
|  |

 |