|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Заявка на выполнение печатных и копировально-множительных работ**  **№ \_\_\_\_\_\_\_\_\_\_\_\_ от "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г.** | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Категория** | Бюджет | | | Внебюджет | | | | | **Группа** | КМР | Л | М | Сп | Ш | Т | Сув |   Шифр подразделения\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| Подразделение – заказчик \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
|  | (наименование структурного подразделения) | | | | | | | | | | | |
| Представитель–заказчика\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Телефон \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Название работы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 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) | | | | | | |
| Материал \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Бумага \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Способ скрепления\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
|  | | | клей, скрепка, пружина | | | | | | | | | | | |
| Доп. отделка\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | . | | | | | | | |
| ламинация, кругление, разбор, др… Необходимая дата сдачи "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_ 20\_\_\_г | | | | | | | | | | | | | | |
| Руководитель подразделения\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
|  | |  | | | |  | | (Ф.И.О. | | | и подпись) | | | |
| Материально-ответственное 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) | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Распределение тиража: | | | | | **ДЛЯ ИЗДАТЕЛЬСКОЙ ПРОДУКЦИИ** | | | | | | | | | |
| Шифр подразд. | | | | | | Получатель | | | | кол-во экз. | | | | |
| Заказчик | | | | | |  | | | |  | | | | |
| Типографская рассылка | | | | | |  | | | |  | | | | |
| Внутренняя рассылка | | | | | |  | | | |  | | | | |
| Библиотека НИУ ВШЭ | | | | | |  | | | |  | | | | |
| Согласовано с ИД, если ISBN сторонний \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_ | | | | | | | | | | | | | | |
| (Ф.И.О., подпись, дата) | | | | | | | | | | | | | | |