

No Rujukan :
Reference No.:



UUM PRESS
Penerbit UUM
Universiti Utara Malaysia

**BORANG PESANAN
PERKHIDMATAN GRAFIK & PERCETAKAN
GRAPHICS & PRINTING SERVICE ORDER FORM**

**BAHAGIAN A: DIISI OLEH PUSAT TANGGUNGJAWAB
PART A: TO BE FILLED BY APPLICANT**

1. MAKLUMAT PEMOHON/APPLICANT'S INFORMATION

Nama/Name		
Jawatan/Position		
Pusat Tanggungjawab/ Department	Telefon/Telephone:	Faks/Fax:
	e-mel/email:	
Tandatangan Pemohon & Cap Jawatan Signature & Official Stamp	Tarikh/Date:	

**2. KEPERLUAN PERKHIDMATAN. SILA TANDAKAN (✓) DALAM PETAK YANG DISEDIAKAN
SERVICE DETAILS. PLEASE TICK (✓) IN THE PROVIDED**

<input type="checkbox"/>	Grafik sahaja / Graphic service only (7 hari bekerja / 7 working days) Permohonan perlu dikemukakan dalam tempoh 7 hari bekerja sebelum tarikh pesanan diperlukan / The application form must be submitted within 7 working days before the date of the order is required.
<input type="checkbox"/>	Percetakan sahaja / printing only (7 hari bekerja / 7 working days) Permohonan perlu dikemukakan dalam tempoh 7 hari bekerja sebelum tarikh pesanan diperlukan / The application form must be submitted within 7 working days before the date of the order is required.
Kategori/Category	<input type="checkbox"/> Risalah/Pamphlet <input type="checkbox"/> Borang/Form <input type="checkbox"/> Poster <input type="checkbox"/> Brosur/Brochure <input type="checkbox"/> Kad Nama/Name Card <input type="checkbox"/> Lain-Lain/Others: _____
Tajuk/Title	
Bahan Yang Disertakan/ Material Attached	<input type="checkbox"/> Salinan Elektronik/ Electronic Copy <input type="checkbox"/> Salinan Bercetak/ Printed Copy * Bahan hendaklah disahkan/ Material must be verified
Tarikh Penyerahan/Date of Submission:	Tarikh Diperlukan/Date Required

3. PERKHIDMATAN GRAFIK. SILA TANDAKAN (✓) DALAM PETAK YANG DISEDIAKAN
SERVICE DETAILS. PLEASE TICK (✓) IN THE PROVIDED

Kategori/Category	<input type="checkbox"/> Buku/ Book	<input type="checkbox"/> Kulit Buku/ Book Cover	<input type="checkbox"/> Buletin/ Bulletin	<input type="checkbox"/> Poster
	<input type="checkbox"/> Brosur/ Brochure	<input type="checkbox"/> Kad Nama/ Name Card	<input type="checkbox"/> Sijil/ Certificate	<input type="checkbox"/> Ilustrasi/ Illustration
	<input type="checkbox"/> Lain-Lain/ Others: -----			
Tajuk/Title				
	Jumlah Halaman/Total Page			
Bahan Yang Disertakan/ Material Attached	<input type="checkbox"/> Salinan Elektronik/ Electronic Copy	<input type="checkbox"/> Salinan Bercetak/ Printed Copy	<input type="checkbox"/> Contoh/Sample	
Tarikh Penyerahan/Date of Submission:		Tarikh Diperlukan/Date Required		
Catatan Tambahan/Additional Comments:				

4. PERKHIDMATAN PERCETAKAN. SILA TANDAKAN (✓) DALAM PETAK YANG DISEDIAKAN
SERVICE DETAILS. PLEASE TICK (✓) IN THE PROVIDED

Jumlah Cetakan/ Total Prints	<input type="text"/>	Saiz/ Size	<input type="text"/>	Jumlah Halaman/ Total Pages	<input type="text"/>
Jenis Kertas (Kulit)/ Type of Paper (Cover)	<input type="checkbox"/> Buku/ Book	<input type="checkbox"/> Lain-Lain/ Others: -----			
Jenis Kertas Isi/ Type of Paper (Contents)	<input type="checkbox"/> Simili 70 gsm	<input type="checkbox"/> Simili 80 gsm	<input type="checkbox"/> Art Paper 105 gsm		
	<input type="checkbox"/> Lain-Lain/Others: -----				
Warna Cetakan (Kulit) Colour of Print (Cover)	<input type="checkbox"/> Hitam-Putih/Black-White/ Single Colour	<input type="checkbox"/> Warna/4 Colours			
Warna Cetakan (Isi) Colour of Print (Content)	<input type="checkbox"/> Hitam-Putih/Black-White/ Single Colour	<input type="checkbox"/> Warna/4 Colours			
Kaedah jilid Method of Binding	<input type="checkbox"/> Perfect Binding	<input type="checkbox"/> Staple			
Kemasan/Finishing	<input type="checkbox"/> Silver/Gold Stamping	<input type="checkbox"/> Clear/ Matt Laminatin	<input type="checkbox"/> Embossed		
	<input type="checkbox"/> Folding	<input type="checkbox"/> Lain/Others: -----			

Jenis Kulit/ <i>Type of cover</i>	<input type="checkbox"/> Kulit Lembut/ <i>Soft Cover</i>	<input type="checkbox"/> Kulit keras/ <i>Hard Cover</i>
Catatan Tambahan/ <i>Additional Comments:</i>		

BAHAGIAN B: DIISI OLEH PUSAT TANGGUNG JAWAB/PART B: TO BE FILLED BY CENTRE/DEPARTMENT OF THE APPLICANT

2. KEPERLUAN PERKHIDMATAN. SILA TANDAKAN (✓) DALAM PETAK YANG DISEDIAKAN SERVICE DETAILS. PLEASE TICK (✓) IN THE PROVIDED		
Kaedah Bayaran/ <i>Method of Payment</i>	<input type="checkbox"/> Tunai/cash	<input type="checkbox"/> Pindahan Vot/ <i>Vot Transfer</i>
Nombor Vot PTJ/ <i>Name of Office/Development Vot</i>		
Pusat Tanggungjawab/ <i>Department</i>	Telefon/ <i>Telephone:</i>	
	Faks/ <i>Fax:</i>	
	Pegawai Bertanggungjawab/ <i>Officer in Charge:</i>	
2. PERAKUAN KETUA PUSAT TANGGUNG JAWAB/DECLARATION BY HEAD OF DEPARTMENT		
<ul style="list-style-type: none"> Saya mengesahkan bahawa semua bahan yang hendak dicetak tidak menyalahi peruntukan undang-undang/Akta Hak Cipta 1987, Akta Keselamatan Dalam Negeri 1960, Akta kontrak 1950 dan akta-akta yang berkaitam/<i>I declare that all the materials to be printed are not in contravention of the provisions of the laws/Copyright act 1987, Internal Security Act 1960, Contracts Act 1950 and related acts.</i> Pembayaran bahan penerbitan ini dikenakan kepada vot PTJ melalui potongan vot (jika berkaitan)/<i>Payment of this publication material is charged to RC vot Through vot deduction (if relevant).</i> 		
Tandatangan Ketua PTJ & Cap Jawatan/ <i>Signature of Head of Department & Official Stamp:</i>	Tarikh/ <i>Date:</i>	