EPO. FRM. 1

Request for Quotation and Order Form

Government Printing & Publishing Services GPPS

Date: _____ **Contact Person:** _____

Ministry: _____ **Phone no:** _____

Dept: _____ **Cell no:** _____

Address: _____ **Fax no:** _____

Unit: _____ **E-mail:** _____

ORDER DESCRIPTION: .....

.....

Form No:

Quantity

Figure: .....

Word: .....

.....

.....

Paper:

.....

..... Origional ..... Duplicate ..... Triplicate ..... Quad ..... Quin

B/Side ☐ **1/sided** ☐

Board: .....

Size:	Numbering	Yes ☐	No ☐	Starting no: .....
Color of ink	Perforation	Yes ☐	No ☐	
Text:	Padded	Yes ☐	No ☐	
Cover:	Squared/glued back	Yes ☐	No ☐	
.....	Hinged Stiff Board	Yes ☐	No ☐	
Pages:	Saddle Stitch	Yes ☐	No ☐	
.....	Die Cutting	Yes ☐	No ☐	
.....	Embossed	Yes ☐	No ☐	
.....	Wire Stab	Yes ☐	No ☐	
.....	Spiral Binding	Yes ☐	No ☐	
	Punched	Yes ☐	No ☐	No of holes: .....

PROCEED WITH ORDER **No** ☐ **yes** ☐

Job Card No. ☐

Estimate No. ☐

Authourising Officer: _____

Signature: _____

ID No.: _____

Received by: _____