



 DELETION

Current Form No [applicable to replacement and /or deletion]:

Form submitted by: [Name] [Signature] [Date]

FORM COMMITTEE REVIEW & APPROVAL				
Reviewed by [Name of member]	Agree	Disagree	Comments / Recommendations	Signature of Member

Printing Request - FORM No:

- 1) Printing ☐ Manager ☐ Material Store
☐ External printing
☐ Artwork * to liaise with Purchasing for Artwork
- 2) Paper Size ☐ A4
☐ A5
☐ A3
☐ Others:.....
- 3) Binding ☐ Single set/ ply
☐ Book
☐ Brochure
☐ NCR copy *specify:.....
- 4) Format ☐ Black & White
☐ Color

NOTES FOR REQUESTOR

1. Insert form number on the bottom left hand corner (Font Size: 8)
2. Print two (2) original forms with form number inserted.
3. Forward one to Chairpersons, Form Committee and one to Manager
4. Manager will provide you with the copies for use.
5. Indent only through the Manager as no one is permitted to make copies on their own.

☐ Approved ☐ Not Approved Specify:.....

.....
Signature of Chairperson / Date
O-20/10/00-016-5

Revised April 2015