

F. No.
India Trade Promotion Organisation

Requisition for printing

(To be submitted in duplicate)

Printing Divn. may kindly arrange to print the following, on/before (Date) _____
for (Exhibition/Project) _____
during exhibition period _____.

1. Item _____
2. Quantity _____ 3. Size (in Inches) _____
4. No. of Colours : (i) a. Cover _____
b. Text pages _____
(ii) Folds _____
5. The text, art work and colour scheme etc. duly approved by GM/HoD. is enclosed. in hard and soft copy or shall be provided to Printing Unit by Mr./Ms _____ Designation. _____ by (date) _____.
6. Quantity printed during last event was _____ and quantity still balance with stores is _____.
7. The budget(approved / provision) for above is Rs. _____(copy enclosed).
8. Mr./Ms. _____ (Designation) _____ of this Division shall be coordinating with the nominated printer.
9. It is understood that all proofs (cover + text + photos etc.) are required to be provided & okayed at least ten days before the date on which the final printed copies are required. ***Incompletely filled up requisition or illegible requisition or requisition not on this proforma, shall not be entertained.***
10. Mr./Ms. _____ (Designation) _____ and Mr./Ms. _____ (Designation) _____, the project officers of this Division/Deptt. shall check the final proofs and give the go-ahead for printing.
11. Sample for previous event is enclosed/not-enclosed.

(Signature)

Name & Designation of the Indentor _____

Date : _____

Thru GM (Concerned Unit/Deptt./Division)

GM(Printing Divn.) → Manager (Printing Divn.)

rpsharma.itpo@gmail.com , bkgarg.itpo@gmail.com , rpsharma@itpo-online.com , bkgarg@itpo-online.com

(For use of Printing Divn.)

Approved Printer M/s _____

Date of receipt of complete material _____

Work Order No. _____ Dated _____