Request for Information - Printing Services

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Full Postal Address  Including Postcode |  | |
| Contact telephone No: |  | |
| Details of request : |  | |
| Type of copy :  Black and White  Colour | Method of Distribution:  Mail  Collect | Additional instructions: |
| Date |  | Signature |
| **For Town Council Use** | | |
| Date Received in Town Council Offices |  |  |
| No of Pages | Colour Black and White | Postage charge |
|  |  |  |
| Total Cost |  | |
| Date Invoice raised | Invoice No | Date sent |

Adopted by Bridgnorth Town Council – 18th September 2018 – Minute number 0305/1819