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| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Заявка на выполнение печатных и копировально-множительных работ** | | | | | | | | | | № \_\_\_\_\_\_\_\_\_\_\_\_ от "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г. | | | | | | | | | | Подразделение –  заказчик \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | |  | (наименование структурного подразделения) | | | | | | | шифр | | Представитель  Подразделения –заказчика \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Телефон \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Название оригинала \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Цена\_\_\_\_\_\_\_\_\_\_\_\_ руб. | | Тираж\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ экз. | | Объем\_\_\_\_\_\_\_\_\_\_\_ стр. | | | | | | Обрезной формат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Печать \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | (А3, А4, А5, другой в мм) | | | (1+0, 1+1, 4+0, 4+1, 4+4, другая) | | | | | | | Бумага на обложку \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Бумага на блок \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Способ скрепления \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | эскиз вида скрепления | | | | |  | клей, скрепка, пружина | | | | | Доп. отделка \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | ламинация, кругление, разбор, другое | | | | | Необходимая дата сдачи "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г. | | | | | | Распределение тиража: | |  |  | |  | |  | | | Шифр подразд. | | Получатель | | | | | кол-во экз. | | | Заказчик | |  | | | | |  | | | Заказчик | |  | | | | |  | | | Типографская рассылка | |  | | | | |  | | | Внутренняя рассылка | |  | | | | |  | | | Библиотека НИУ ВШЭ | |  | | | | |  | | | "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Рук. подразд. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |  |  | Ф.И.О. | | | Подпись | | | | Мат.-ответ. лицо (**МОЛ**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ф.И.О. и должность  Заказ принят в работу \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  | (Ф.И.О. работника Типографии, подпись, дата) | | | | | | | | |  |  |  |  | | |  | |  | | **СПРАВОЧНО (ПФУ):** | | | **СПРАВОЧНО (УБУ):** | | | | | | | Источник и раздел финансирования | | | Счет затрат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Отличительный признак.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Внутренний субсчет \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | (Тема, контракт, договор и т.д.) | | | | | | | Работник ПФУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Работник УБУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | (Ф.И.О., подпись, дата) | |  | (Ф.И.О., подпись, дата) | | | | | | Заказ исполнен и получен \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  | (Ф.И.О. представителя Подразделения-заказчика, подпись, дата) | | | | | | | | |  | | | | | | | | | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Заявка на выполнение печатных и копировально-множительных работ** | | | | | | | | | | № \_\_\_\_\_\_\_\_\_\_\_\_ от "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г. | | | | | | | | | | Подразделение –  заказчик \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | |  | (наименование структурного подразделения) | | | | | | | шифр | | Представитель  Подразделения –заказчика \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Телефон \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Название оригинала \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Цена\_\_\_\_\_\_\_\_\_\_\_\_ руб. | | Тираж\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ экз. | | Объем\_\_\_\_\_\_\_\_\_\_\_ стр. | | | | | | Обрезной формат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Печать \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | (А3, А4, А5, другой в мм) | | | (1+0, 1+1, 4+0, 4+1, 4+4, другая) | | | | | | | Бумага на обложку \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Бумага на блок \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Способ скрепления \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | эскиз вида скрепления | | | | |  | клей, скрепка, пружина | | | | | Доп. отделка \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | ламинация, кругление, разбор, другое | | | | | Необходимая дата сдачи "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г. | | | | | | Распределение тиража: | |  |  | |  | |  | | | Шифр подразд. | | Получатель | | | | | кол-во экз. | | | Заказчик | |  | | | | |  | | | Заказчик | |  | | | | |  | | | Типографская рассылка | |  | | | | |  | | | Внутренняя рассылка | |  | | | | |  | | | Библиотека НИУ ВШЭ | |  | | | | |  | | | "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Рук. подразд. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |  |  | Ф.И.О. | | | Подпись | | | | Мат.-ответ. лицо (**МОЛ**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ф.И.О. и должность  Заказ принят в работу \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  | (Ф.И.О. работника Типографии, подпись, дата) | | | | | | | | |  |  |  |  | | |  | |  | | **СПРАВОЧНО (ПФУ):** | | | **СПРАВОЧНО (УБУ):** | | | | | | | Источник и раздел финансирования | | | Счет затрат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Отличительный признак.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Внутренний субсчет \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | (Тема, контракт, договор и т.д.) | | | | | | | Работник ПФУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Работник УБУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | (Ф.И.О., подпись, дата) | |  | (Ф.И.О., подпись, дата) | | | | | | Заказ исполнен и получен \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  | (Ф.И.О. представителя Подразделения-заказчика, подпись, дата) | | | | | | | | |  | | | | | | | | | |