|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Заявка на выполнение печатных и копировально-множительных работ** | | | | | | | | |
| № \_\_\_\_\_\_\_\_\_\_\_\_ от "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_г. | | | | | | | | |
| Подразделение - заказчик \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | |
|  | (наименование структурного подразделения) | | | | | | |  | | |
| Представитель Подразделения -заказчика МОЛ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Телефон \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Название заказа - оригинала \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Цена \_\_\_\_\_\_\_\_\_ руб. | | Тираж\_\_\_\_\_\_\_\_\_\_\_\_\_\_ экз. | | | Объем\_\_\_\_\_\_\_\_\_\_\_ стр. | | | |
| Обрезной формат \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Печать \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| (А3, А4, А5, другой в мм) | | | | Черно-белая, цветная | | | | |
| Обложка \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Блок \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Бумага на обложку \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Бумага на блок \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Способ скрепления \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | |
|  | клей, скрепка, пружина | | | | | | |
| Доп. отделка \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
|  | ламинация, другое | | | | | | |
| Необходимая дата сдачи "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ г. | | | | | | | |
|  | | |  |  | | | |  | | |  |
| **Распределение тиража:** | | | **Количество** | | | | **Примечание** |
| 1. Заказчик | | |  | | | |  |
| 1. Книжная палата г.Москва | | |  | | | |  |
| 1. Нац. библиотека РБ | | |  | | | |  |
| 1. Научная б-ка БГУ | | |  | | | |  |
| 1. Подписчики ( для журналов) | | |  | | | |  |
|  | | |  | | | |  |
|  | | |  | | | |  |
| "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Руководитель. подразделения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Согласовано: |  |  | |  | |  | |
| Заказ принял: директор издательства \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Татарникова Н.Н. | | | | | | | |
|  |  | | | | | | |
| **Планово финансовое управление :** | | | | | | | |  | |
| Источник финансирования / наименование сметы | | | | | | | |  | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | |
|  | | | | | | | |  | |
| Сотрудник ПФУ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | |
|  | (Ф.И.О., подпись, дата) | | | | | | |  | |  | | |
| Заказ исполнен и получен \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
|  | ( МОЛ - Ф.И.О. представителя подразделения-заказчика, подпись, дата) | | | | | | |
| Накладная № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Дата \_\_\_\_\_\_\_\_\_\_\_\_ Исполнитель : зав. типографией \_\_\_\_\_\_\_\_\_\_\_\_\_С.Л. Табитуева | | | | | | | |