

If you haven't already done so, save the template to your computer using the instructions on the Templates web page.

Using the example below as a guide in regard to the limitations of each line,

1. enter the details in the editable fields,
2. save your alterations
3. upload the file in PrinterFace (<https://printerface.federation.edu.au>)

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Ordering quantities are: 100, 250, 500, and 1,000



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As selected from the address list

POST As selected from the address list

T

M

EMAIL

CRICOS Provider No. 00103D

Title and Name

'Title' refers to 'Dr', 'Professor' etc and is optional

Qualifications

Please be aware that a second line will not be permitted so you may be asked to choose what is most important and leave out what doesn't fit

Position Title | Department name | School name

A second line is permissible with a maximum of 65 characters per line

'Position Title' and either 'Department Name' or 'Faculty Name' is acceptable, it is not a requirement that you include all three

ADDRESS

- Berwick: 100 Clyde Road | Berwick
PO Box 859 Berwick VIC 3806
- Camp St: Camp Street | Ballarat
PO Box 663 Ballarat VIC 3353
- Gillies St: Cnr Gillies & Gregory Streets | Ballarat
PO Box 663 Ballarat VIC 3353
- Gippsland: Northways Road | Churchill
PO Box 3191 Gippsland Mail Centre Vic 3841
- GEC: Suite | Greenhill Enterprise Centre | Mount Helen
PO Box 691 Ballarat VIC 3353
- Horsham: Baillie St | Horsham
PO Box 300 Horsham VIC 3402
- Mt Helen Res: Residence Drive | Mt Helen | Ballarat
PO Box 575 Ballarat VIC 3353
- Mt Helen: University Drive | Mt Helen | Ballarat
PO Box 663 Ballarat VIC 3353
- Grant St: Grant Street | Ballarat
PO Box 663 Ballarat VIC 3353
- Lydiard St: Lydiard Street South | Ballarat
PO Box 663 Ballarat VIC 3353

EMAIL

a required field

T

your preferred phone number, either landline or mobile, and is a required field

M

an alternate phone number, either landline or mobile
(leave blank if not required)