

Print/Output Requirements Template - Example

Department:						
Output job	Frequency (Daily, weekly etc)	Hard or soft copy (Paper, PDF, web)	Size (Pages or MB)	Number of copies per job	Colour/Mono	Special finish/size (eg Plain/A4)
Attendance reports	Weekly	Paper	50 Pages	2 copies	Mono	A3
Payslips	Monthly	Forms	120	2 copies	Mono	Payslip stationery