

**Application Form for Printing Request from Printing & Stationery Department, Shillong**

*(Separate application needs to be submitted for different departments)*

1.	Name of Department	
1.1.	Name of representative applying	
1.2.	Designation of representative	
1.3.	Mobile number of representative	
1.4.	Email id of representative	
2.	Postal Address of Department	
3.	Name of the documents to be printed	
3.1	Document 1	
3.2	Document 2	
3.3	Document 3	
3.4	Document 4	
3.5	Document 5	
4.	Number of copies of documents to be printed	
4.1	Document 1	
4.2	Document 2	
4.3	Document 3	
4.4	Document 4	
4.5	Document 5	
5	Size of Paper	
5.1.	Document 1 Size of Paper	A4, A3, A2, Legal, others
5.2	Document 2	
5.3	Document 3	
5.4	Document 4	
5.5	Document 5	