

## DEPARTMENT OF PRINTING SERVICES

Leaders in the Provision of Quality Printing Services in Malawi

## **SERVICE CHARTER**

services gazettes Receipts Budget estimates  Act of parliament  Gp form  Notification books Internal purchase requisition (ipr) Log books  Stores ledgers Printed files  Daries Officials' programs  folders Invitation cards Reports  Christmas cards calendar Business card Certificate Date stamps  Ledger covers  Market fee Phytosanitary books Form one selection book Book binding Blocking of covers Trade marks		
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**Examination papers** 

Details /subscription
Job specification
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Time taken
Time taken
Monthly
5 days
10 days to provide 5
volumes of 500 page
3 days to produce 300
copies
1 day to produce 50 of A4
size
3 days to produce 100
copies
3 days to produce 500
copies
3 Days to produce 50 copies
1 day to produce 20,000
copies
1 month
1 day for softcovers
2 days full bound
3 days 100 folders
1 day to produce 1000 cards
3 days to produce 500
copies
1 day
1000 calendar per week
1000 business cards per day
1 day to produce 2000 cards
1 day to produce 1000
certificates
1 day to produce 20 date
stamps
1 day
500 books per week
5 days
3 days
250 covers per day
monthly

## **Our Contacts**