



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
Examination papers

Details /subscription
Job specification
Job specification
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Job specification soft copy of the act
Job specification soft copy
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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

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