



Delivering a Healthy WA

# Smoke Free WA Health System Policy

## Ordering Smoke Free WA Health Signage & Resources

The Smoke Free WA resources available for order include:

HP#	Resources
<b>Brochures</b>	
10511	Smoke free WA Health: Advice for patients
10547	Smoke free WA Health: Info for staff
<b>DOH Sticker</b>	
10092A	No smoking sticker DOH A4
10092B	No smoking sticker DOH A5
<b>WACHS Stickers</b>	
10092C	No smoking sticker WACHS A4
10092D	No smoking sticker WACHS A5

When placing orders for resources you are required to fill in the Request For Production (RFP) form (see next page) for each different resource being ordered. RFP forms will enable you to provide all the information required for printing. HP numbers will be required when ordering resources, check the table above for the correct number to use when ordering. Once completed, forward all RFP forms to Marketing and quoting and printing will be organised for you.

When ordering stickers, please specify which artwork you would like to use. The available options are the same images used for signage which can be found [here](#).

As the artwork for each of the resources has already been set up, and sits with the Marketing department, the only cost to Area Health Services will be for printing.

In order to sustain adequate levels of resources it is suggested that orders are placed for 5000 or more (1000 for stickers) which will not only reduce order frequency, but also lower the price of printing.

### Marketing Contact details

Marketing Branch  
Department of Health  
Phone: 9222 2333



# REQUEST FOR PRODUCTION

## PLEASE SELECT PRODUCTION REQUEST/S

New Publication:       Revision:   
Reprint Only:       Other (Please Specify Below):   
Publications List:       PDF:

**PLEASE ATTACH PRINTED  
SAMPLES TO FORM.**

**Publication Title (or Task Required):** \_\_\_\_\_

**HP Number (if existing):** \_\_\_\_\_

**Delivery Deadline:** \_\_\_\_\_

### CLIENT DETAILS

EACH FIELD IS COMPULSORY.

Client Name: \_\_\_\_\_

Branch/Program: \_\_\_\_\_

Cost Centre: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Invoice To: \_\_\_\_\_

Delivery To: \_\_\_\_\_

Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Campaign Resource?    Yes    or    No        Title of Campaign: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Quantity: \_\_\_\_\_      Size: \_\_\_\_\_

Colours: \_\_\_\_\_      Fold: \_\_\_\_\_

Other Details: \_\_\_\_\_

*I authorise Marketing and Communications to proceed with a purchase order once quotes have been approved.*

Client Signature: \_\_\_\_\_      Date: \_\_\_\_\_