



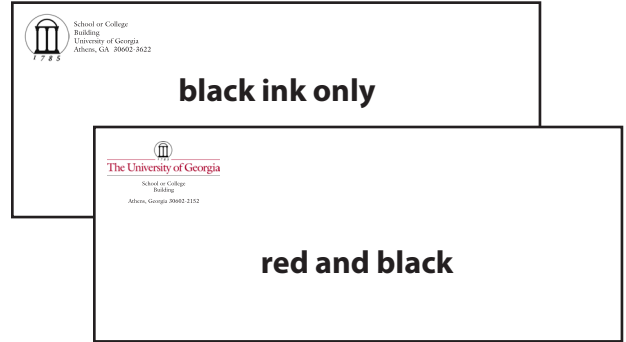
# Envelope Order Form

THE UNIVERSITY OF GEORGIA PRINTING DEPARTMENT

We offer a variety of envelope sizes and styles that can be printed in one or two colors. Like letterhead, envelopes must be ordered in units of 500. Normal turnaround time for envelope reprints is 5-7 working days; 10-12 working days for new orders. Jobs desired in 5 or less working days constitute a rush order and additional cost. Official UGA envelopes must be in compliance with UGA regulations. Please use one order form per desired envelope style.

### Be sure to confirm your Rush Order by phone!

Please contact one of our customer service representatives at 706-542-3861 if you desire a price quote. We appreciate your business!



## 1 Contact info (required)

|               |  |        |
|---------------|--|--------|
| Contact Name: | Dept:  | Date:  |
| Phone:        | Fax:   | Email: |
| Account #:    | <b>*purchase order form not required if account number given for order</b> |        |

## 2 Job specs (required)

New Job  Exact Reprint\*  Reprint with revisions\*‡

|  |   |           |
|--|---|-----------|
| Ink Color:                                 | Address:  | Quantity: |
| <input type="checkbox"/> Red and Black Ink | <input type="checkbox"/> Print on front (standard)                    |           |
| <input type="checkbox"/> Black Ink Only    | <input type="checkbox"/> Print on back flap                           |           |
| Turnaround Time:                           | <input type="checkbox"/> Rush job (additional cost – call to confirm) |           |
|  | <input type="checkbox"/> Normal Turnaround                            |           |

\*Reprints – previous job number or approximate date of last printing if known:

‡ Indicate new information below (#4) – check your proofs carefully.

## 3 Delivery Address: (required)

On-campus (building & room)  Off-campus (entire address)

|            |
|------------|
|            |
|            |
|            |
|            |
|            |
| Attention: |

## 4 Order information:

|          |   |
|----------|---|
| <b>R</b> | School or College:                                |
| <b>E</b> | Department:                                       |
| <b>O</b> | Address & Zip code:                               |
| <b>R</b> | Comments, alternative info, special instructions: |
| <b>D</b> |   |
| <b>O</b> |   |

## 5 Billing information: (required)

Same as delivery address  Send invoice to: \_\_\_\_\_

## Available Envelope Styles\*

\*Note: The heat generated from some laser printers can activate the glue on some envelopes

### White

- # 9 Remit
- # 9
- # 9 Window
- # 10
- # 10 Window
- # 11 Window
- A-2
- A-6
- A-7
- 6 3/4
- 6.5 x 9.5 OE
- 9 x 12 OE
- 9 x 12 OS
- 9.5 x 12.5 OE
- 9.5 x 12.5 P & S
- 10 x 13 OE

### UGA Watermark (Ivory)

- # 10 Watermark
- 6 3/4 Watermark

### Linen Finish (Ivory)

- # 10
- Monarch
- 6 3/4
- A-2
- A-6

### Plain Ivory

- # 9
- # 10
- # 10 Window
- # 11 Window

### Manila

- 9.5 x 12.5 Metal Clasp
- 6.5 x 9.5 Metal Clasp

OE = Open End  
OS = Open Side  
P & S = Peel & Seal

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Completed forms may be printed and Faxed or mailed to the address above. To send this form electronically it must be saved and manually attached to an Email and sent to [printing@uga.edu](mailto:printing@uga.edu). In the subject line of your Email, put "card order for Jones" or "letterhead order for Smith."