



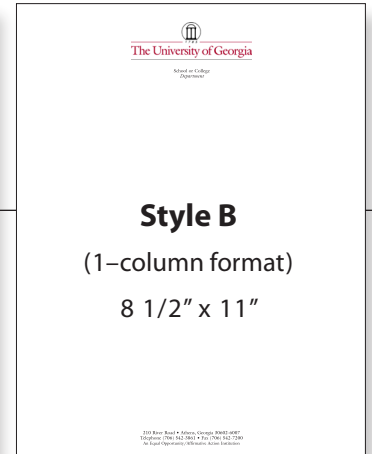
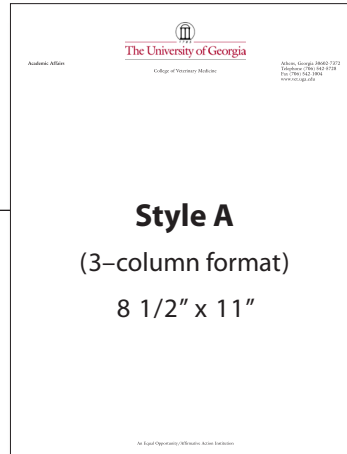
Standard Letterhead Order Form

THE UNIVERSITY OF GEORGIA PRINTING DEPARTMENT

Standard UGA letterhead is 8 1/2" x 11" and can be printed in one or two colors on UGA Watermark ivory Bond, Plain Ivory Bond or Linen Finish Ivory. Matching second sheets are also available. Normal turnaround time for letterhead reprints is 5-7 working days; 10-12 working days for new letterhead orders. Jobs desired in 5 or less working days constitute a rush order and additional cost. Official UGA letterhead must be in compliance with UGA regulations.

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 #:	*purchase order form not required if account number given for order	

2 Job specs (required)

New Job Exact Reprint* Reprint with revisions*‡

Quantity:	Layout: <input type="checkbox"/> Style A <input type="checkbox"/> Style B (Order second sheets separately)
Ink Color: <input type="checkbox"/> Red and Black Ink <input type="checkbox"/> Black Ink Only	Paper choice: <input type="checkbox"/> UGA Watermark Ivory Bond <input type="checkbox"/> Plain Ivory Bond <input type="checkbox"/> Linen Finish Ivory
Turnaround Time:	<input type="checkbox"/> Rush job (additional cost – call to confirm) <input type="checkbox"/> Normal Turnaround

3 Delivery address: (required)

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

Attention:

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

‡ Indicate new or revised information below – check your proofs carefully.

4 New or revised order info (do not fill out if exact reprint):

School or College:
Department:
Name:
Title:
Address & Zip code:
Telephone #: Fax #:
E-mail: Web:
Other, alternative info, special instructions:

5 Billing information: (required)

Same as delivery address
 Send invoice to:

Some information on the letterhead template is optional. Leave fields open if they do not apply.

210 River Road • Athens, Georgia 30602-6007 • Telephone 706.542.3861 • Fax 706.542.7200

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. In the subject line of your Email, put "card order for Jones" or "letterhead order for Smith."

ORDER