



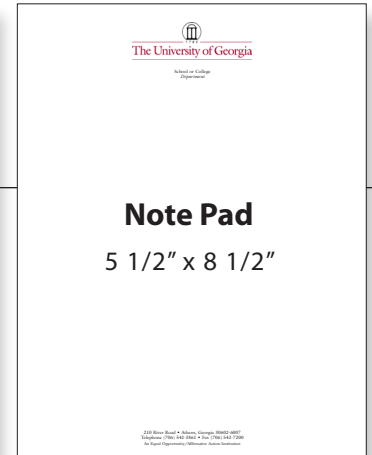
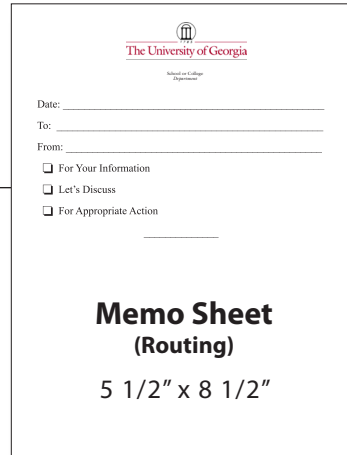
# Memo Sheet & Note Order Form

THE UNIVERSITY OF GEORGIA PRINTING DEPARTMENT

Memo Sheets and Note Pads are 5 1/2" x 8 1/2" and can be printed in one or two colors on Plain Ivory Bond, Linen Finish Ivory or White Bond. Normal turnaround time for 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 Memo Sheets and Note Pads 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 #: <b>*purchase order form not required if account number given for order</b>		

## 2 Job specs (required)

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

<input type="checkbox"/> Memo Sheet	Ink Color: <input type="checkbox"/> Red & Black Ink	Quantity
<input type="checkbox"/> Note Pad	<input type="checkbox"/> Black Ink Only	
<input type="checkbox"/> Single Sheets <input type="checkbox"/> Padding: (50 sheets per pad)		
Paper choice: <input type="checkbox"/> Plain Ivory Bond	Turnaround Time:	
<input type="checkbox"/> Linen Finish Ivory	<input type="checkbox"/> Rush job (call)	
<input type="checkbox"/> White Bond	<input type="checkbox"/> Normal Turnaround	

## 3 Delivery Address: (required)

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

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\_\_\_\_\_

\_\_\_\_\_

Attention:

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

‡ Indicate new information below – check your proofs carefully.

## 4 Order information:

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 memo 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](mailto:printing@uga.edu). In the subject line of your Email, put "card order for Jones" or "letterhead order for Smith."

ORDER