



Second Sheets Order Form

THE UNIVERSITY OF GEORGIA PRINTING DEPARTMENT

UGA second sheet is 8 1/2" x 11" and is blank on UGA Watermark Ivory Bond, Plain Ivory Bond or Linen Finish Ivory to match the Standard UGA letterhead. Normal turnaround time for second sheets is 5-7 working days; 10-12 working days for new second sheet orders. Jobs desired in 5 or less working days constitute a rush order and additional cost. Official UGA second sheets must be in compliance with UGA regulations.

Be sure to confirm your Rush Order by phone!

**Blank
Second Sheets**

8 1/2" x 11"

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 specifications (required)

<input type="checkbox"/> Second Sheets	Quantity:
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:

4 Billing information: (required)

Same as delivery address
 Send invoice to:

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."