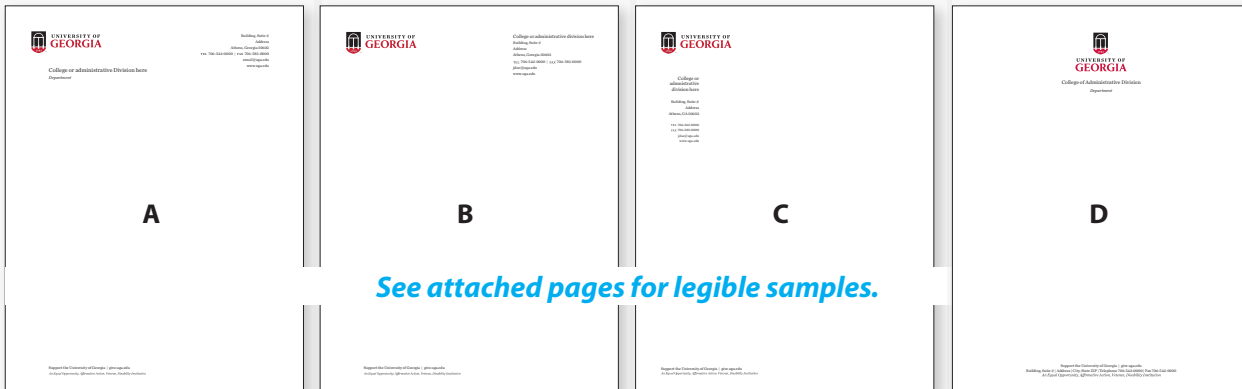




# Standard Letterhead Order Form

11-20

BULLDOG PRINT + DESIGN



See attached pages for legible samples.

Be sure to confirm your Rush Order by phone or email!

### 1 Contact info (required)

Date: \_\_\_\_\_

Contact Name:	Dept:		
Phone:	Fax:		
Account #:	Email:		

### 2 Job specs (required)

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

Quantity:	Layout: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D (Order second sheets separately)
Ink Color: <input type="checkbox"/> Red & Black Ink <input type="checkbox"/> Black Ink	Paper choice: <input type="checkbox"/> 70# Classic Crest Smooth ABW Text <input type="checkbox"/> 24# Environment PC White Text <input type="checkbox"/> 24# Classic Crest Eggshell ABW Text w/ Watermark <input type="checkbox"/> 80# Classic Crest Eggshell ABW Text
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. ▶ Please send a copy of your current letterhead for our reference

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

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

College or School:
Department:
Address:
City/State:
Zip code:
Telephone #: _____ Fax #: _____ Cell #: _____
E-mail: _____ Web: _____
Other, alternative info, special instructions:

ORDER

4435 Atlanta Highway • Athens, Georgia 30606 • Telephone 706.542.4440 • Fax 706.425.3255

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).



UNIVERSITY OF  
**GEORGIA**

Building, Suite #

Address

Athens, Georgia 30602

TEL 706-542-0000 | FAX 706-583-0000

[jdoe@uga.edu](mailto:jdoe@uga.edu)

[www.uga.edu](http://www.uga.edu)

College or administrative division here

*Department*

**A**



UNIVERSITY OF  
**GEORGIA**

College or administrative division here  
Building, Suite #  
Address  
Athens, Georgia 30602  
TEL 706-542-0000 | FAX 706-583-0000  
jdoe@uga.edu  
www.uga.edu

**B**



UNIVERSITY OF  
GEORGIA

College or  
administrative  
division here

Building, Suite #  
Address  
Athens, GA 30602

TEL 706-542-0000  
FAX 706-583-0000  
jdoe@uga.edu  
www.uga.edu

C



UNIVERSITY OF  
**GEORGIA**

College or Administrative Division

*Department*

**D**

Support the University of Georgia | [give.uga.edu](http://give.uga.edu)

Building, Suite # | Address | City, State ZIP | Telephone 706-542-0000 | Fax 706-542-0000

*An Equal Opportunity, Affirmative Action, Veteran, Disability Institution*