



Monarch Letterhead Order Form

11-20

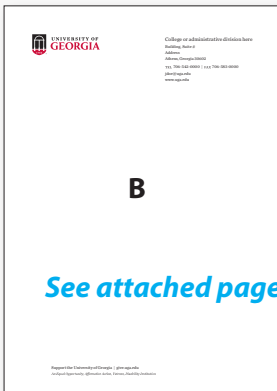
BULLDOG PRINT + DESIGN

Monarch Letterhead

7 1/4" x 10 1/4"



A

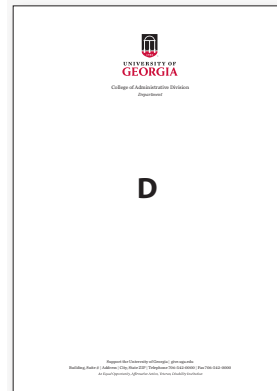


B

See attached pages for legible samples.



C



D

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 checked="" type="checkbox"/> Monarch Letterhead
Ink Color: <input type="checkbox"/> Red & Black Ink <input type="checkbox"/> Black Ink	Paper choice: <input type="checkbox"/> Classic Crest Avon Brilliant White (Smooth) <input type="checkbox"/> White Environment (100% PC) <input type="checkbox"/> Plain White
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:

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.



UNIVERSITY OF
GEORGIA

Building, Suite #

Address

Athens, Georgia 30602

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

jdoe@uga.edu

www.uga.edu

College or administrative division here

Department

A

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