

UGA Extension Envelope Order Form

BULLDOG PRINT + DESIGN



1 Contact info (required)

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

Date: _____

Contact Name:		Dept:	
Phone:		Email:	
SpeedType #:	OR *Fund:	**Dept ID:	**Program:
		**Class:	
*Project:	*Project Unit:	*Activity:	*Operating Unit:
		*Chartfield 1:	
Other: <input type="checkbox"/> Check #		** Required if no SpeedType * Required only with specific accounts	

2 Job specs (required)

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

Quantity:	Layout: <input type="checkbox"/> A <input type="checkbox"/> B
Turnaround Time:	<input type="checkbox"/> Rush job (additional cost – call to confirm) <input type="checkbox"/> Normal Turnaround

Available Envelope Styles*

***Note:** The heat generated from some laser printers can activate the glue on some envelopes.

Environment PC White

10

Plain White 24#

6.5 x 9.5 OE

9 x 12 OE

9 x 12 OS

9.5 x 12.5 OE

9.5 x 12.5 P & S

10 x 13 OE

OE = Open End
OS = Open Side
P & S = Peel & Seal

3 Delivery address: (required)

On-campus (building & room) Off-campus Pick-up @ Admin. Svcs. W.

Attention:

* Shipping charges will be additional for Off-campus deliveries.

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

► **Please send a copy of your current envelope for our reference**

‡ **Indicate new information below – check your proofs carefully.**

4 Order information:

ORDER	County Office or Department:
	Department or Office:
	Address:
	City/State/Zip Code:
	Comments, 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
EXTENSION

County Office or Department
Building, Suite #
Address
Athens, Georgia 30602

A



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B