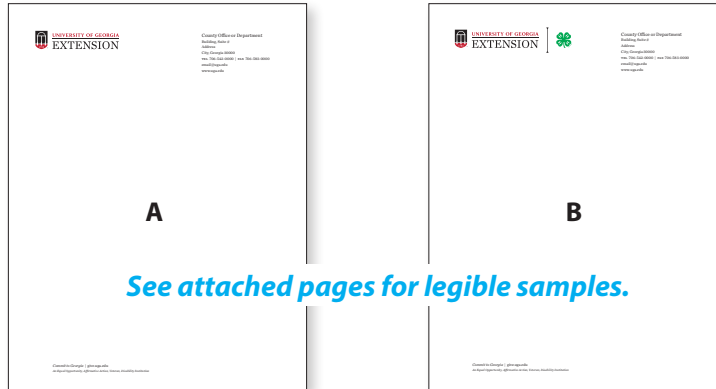


UGA Extension Letterhead Order Form

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: _____ |
| *Project: _____ | | *Project Unit: _____ | *Activity: _____ | *Operating Unit: _____ |
| Other: <input type="checkbox"/> Check # _____ | | <i>** Required if no SpeedType * Required only with specific accounts</i> | | |

2 Job specs (required)

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

| | |
|--|--|
| Quantity: _____ | Layout: <input type="checkbox"/> A <input type="checkbox"/> B <small>(Order second sheets separately)</small> |
| Paper choice: <input checked="" type="radio"/> 24# Environment PC White 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 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: _____

‡ Indicate new or revised information below – check your proofs carefully. ▶ Please send a copy of your current letterhead for our reference

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

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

| | |
|-------|--|
| ORDER | County Office or Department: _____ |
| | Department or Office: _____ |
| | Address: _____ |
| | City/State: _____ |
| | Zip code: _____ |
| | Telephone #: _____ Fax #: _____ |
| | 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
EXTENSION

County Office or Department
Building, Suite #
Address
City, Georgia 30000
TEL 706-542-0000 | FAX 706-583-0000
email@uga.edu
www.uga.edu

A



UNIVERSITY OF GEORGIA
EXTENSION



County Office or Department
Building, Suite #
Address
City, Georgia 30000
TEL 706-542-0000 | FAX 706-583-0000
email@uga.edu
www.uga.edu

B