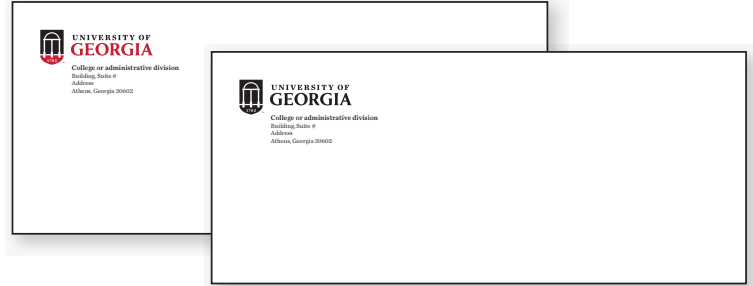


Envelope Order Form

BULLDOG PRINT + DESIGN

We offer a variety of envelope sizes and styles that will be printed in 1 or 2 colors. Normal turnaround time for envelope reprints is 10-15 working days; 15-20 working days for new orders. Jobs desired in 10 or less working days constitute a rush order and additional cost. Official UGA envelopes must be in compliance with UGA regulations. Please use one order form per desired envelope style.



Please contact one of our customer service representatives at 706-542-3861 if you desire a price quote.

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 #		<i>** Required if no SpeedType * Required only with specific accounts</i>		

2 Job specs (required)

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

Quantity:	Ink Color: <input type="checkbox"/> Red and Black Ink <input type="checkbox"/> Black Ink	Address: <input type="checkbox"/> Print on front (standard) <input type="checkbox"/> Print on back flap
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: _____

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

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

4 Order information:

ORDER	School or College:
	Department:
	Address:
	City/State/Zip Code:
	Comments, alternative info, special instructions:

Available Envelope Styles*

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

Standard White

- # 9 Remit
- # 9
- # 10 Window
- 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

Classic Crest - Smooth Avon Brilliant White

- # 10 Regular
- Monarch

Environment PC White

- # 10 Regular
- Monarch

Classic Crest Eggshell - Avon Brilliant White (Textured)

- # 10 Regular
- Monarch
- A-2
- A-6
- A-7