

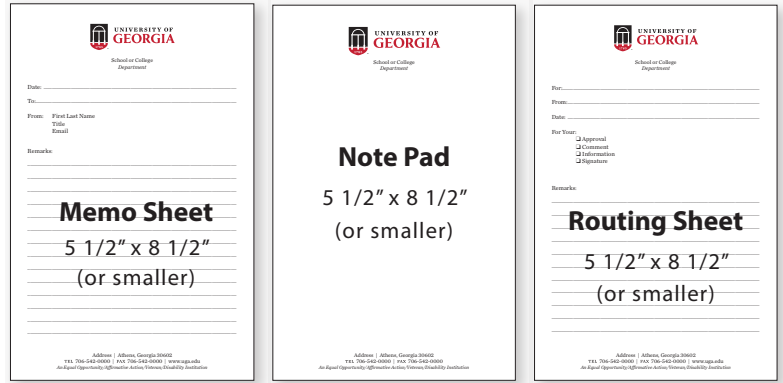
# Memo Sheet, Note Pad & Routing Sheet Order Form

BULLDOG PRINT + DESIGN

Memo Sheets, Note Pads and Routing Sheets are 5 1/2" x 8 1/2" or smaller and can be printed in one or two colors. Normal turnaround time for 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 Memo Sheets and Note Pads must be in compliance with UGA regulations.

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

We appreciate your business!



## 1 Contact info (required)

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

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

Contact Name:		Dept:		
Phone:	Email:			
SpeedType #:	<b>OR</b> **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\*‡**

<input type="checkbox"/> Memo Sheet	Ink Color: <input type="checkbox"/> Red & Black Ink	Size (Width x Height)
<input type="checkbox"/> Note Pad	<input type="checkbox"/> Black Ink Only	
<input type="checkbox"/> Routing Sheet		
<input type="checkbox"/> Single Sheets	Quantity (Sheets)	
<input type="checkbox"/> Padding: (50 sheets per pad)		
Paper choice: <input type="checkbox"/> White Bond	Turnaround Time:	
<input type="checkbox"/> Classic Crest ABW (Smooth)	<input type="checkbox"/> Rush job (please call)	
<input type="checkbox"/> White Environment (100%PC)	<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 note pad / memo sheet for our reference

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

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

ORDER	College or School:
	Department:
	Name:
	Title:
	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](mailto:printing@uga.edu).