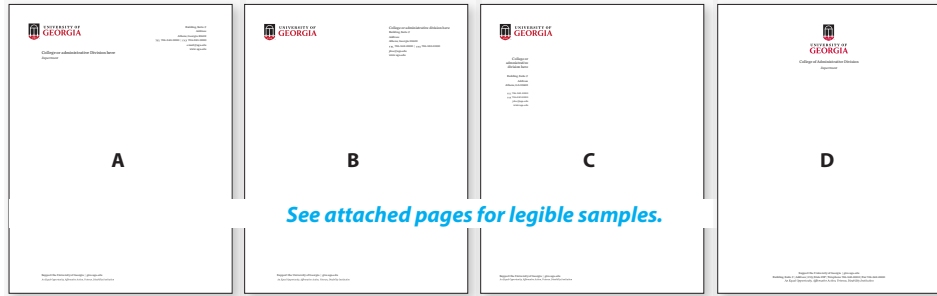


Standard Letterhead Order Form

BULLDOG PRINT + DESIGN



* The standard turnaround time for business cards is 7-10 working days from proof approval date.

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 <input type="checkbox"/> C <input type="checkbox"/> D (Order second sheets separately)
Ink Color: <input type="checkbox"/> Red & Black Ink <input type="checkbox"/> Black Ink	Paper choice: <input type="checkbox"/> 70# Classic Crest Smooth ABW Text <input type="checkbox"/> 24# Environment PC White Text <input type="checkbox"/> 24# Classic Crest Eggshell ABW Text w/ Watermark <input type="checkbox"/> 80# Classic Crest Eggshell ABW 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 (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):

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.



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



UNIVERSITY OF
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B



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C



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