



PRINTING SERVICES
THWING CENTER - A21 L.C. 7102
PHONE: 368-2550
FAX: 368-1250

TODAY'S DATE
DUE DATE

Please specify desired delivery of completed order.

- PICK UP
 DELIVERY
 CAMPUS MAIL

STANDARD ITEMS ORDER FORM

DELIVER TO: PERSON	BUILDING	LOCATION CODE	ROOM NO.	PHONE NO.	FAX NO.	EMAIL ADDRESS
SPEED TYPE	ACCOUNT NUMBER	DEPARTMENT				

COD / BILL EXTERNAL - PROVIDE FULL ADDRESS

Please provide a sample for all items ordered.

Select Item(s)

<input type="checkbox"/> BUSINESS CARDS	QUANTITY <i>500 cards per box</i>	<i>Special Instructions:</i>
<input type="checkbox"/> New Order	<input type="text"/>	
<input type="checkbox"/> Exact Reprint		

<input type="checkbox"/> LETTERHEAD	QUANTITY <i>500 sheets per box</i>	<i>Special Instructions:</i>
<input type="checkbox"/> New Order	<input type="text"/>	
<input type="checkbox"/> Exact Reprint		

<input type="checkbox"/> ENVELOPES	QUANTITY <i>500 envelopes per box</i>	<i>Special Instructions:</i>
<input type="checkbox"/> New Order	<input type="text"/>	
<input type="checkbox"/> Exact Reprint		

<input type="checkbox"/> MAILING LABELS	QUANTITY <i>250 - 500 - 1,000</i>	<i>Special Instructions:</i>
<input type="checkbox"/> New Order	<input type="text"/>	
<input type="checkbox"/> Exact Reprint		

<input type="checkbox"/> NOTEPADS	QUANTITY <i>order in increments of 10 pads</i>	<i>Special Instructions:</i>
<input type="checkbox"/> New Order	<input type="text"/>	
<input type="checkbox"/> Exact Reprint		

CAMPUS MAIL ENVELOPES - All quantities are per box of 500

#10 Green Reusable (12-035) #10 Blue Confidential (12-045) 6x9 Blue Confidential (12-040) 9x12 Campus Mail (12-030)

QTY. QTY. QTY. QTY.

ADDITIONAL INSTRUCTIONS:

Complete this form and fax to 368-1250 or you can deliver to Thwing Center Room A-21 Loc. code 7102
Please remember to include samples