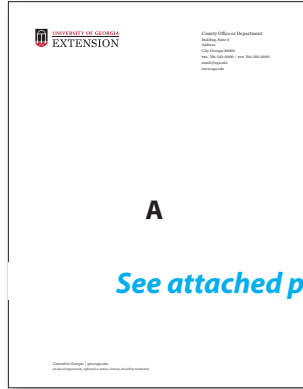




# UGA Extension Letterhead Order Form

BULLDOG PRINT + DESIGN



See attached pages for legible samples.

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

### 1 Contact info (required)

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

Contact Name:	Dept:		
Phone:	Fax:		
Account #:	Email:		

### 2 Job specs (required)

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

Quantity:	Layout: <input type="checkbox"/> A <input type="checkbox"/> B (Order second sheets separately)
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:

Admin. Svcs. Warehouse • 4435 Atlanta Highway • Athens, Georgia 30606 • Telephone 706.542.4440

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).



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



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TEL 706-542-0000 | FAX 706-583-0000  
email@uga.edu  
www.uga.edu

**B**