

PRINTING SERVICES Custom Printing Order Form

Save time & money! • Order your stationery with our Online Catalog • http://mbiz.bf.umich.edu

1919 Green Road Ann Arbor, MI 48109-2564

FAX: (734) 763-5147

Email: PrintingServices@umich.edu Web: http://mbiz.bf.umich.edu

Phone: (734) 764-6230

Department:	
Charge to ShortCode	Order Date:
Misc Notes	

INSTRUCTIONS: If reordering a previous item, **include a sample with this form**. Note changes on sample, if any. FAX to us at: 763-5147 OR Email all files to us at: PrintingServices@umich.edu

Quantity	Description / Details about what you want to order	Old REFERENCE# or Job# (if known)	New Job # (LEAVE BLANK)

If you are including art files that are over 10mb, send this form and files via FTP. Indicate upload# here:

Otherwise, please Fax 3-5147 OR E-mail this order to: PrintingServices@umich.edu

DO YOU NEED A PROOF?	If this project was estimated:		
No proof required Proof via: (fee may apply):	Estimate # By:		
PDF proof via e-mail	at COST \$ for copies		
YOUR CONTACT & ADDRESS INFO: DELIVERY INSTRUCTIONS:			
None	Courier Delivery (Fee: \$6 first case, \$1 each additional case) Pick-up		
Name:	Campus Mail (NO CHARGE - size/weight restrictions, allow 1-2 days) Ship UPS		
Room # / Bldg. Name:	DELIVERY ADDRESS (complete ONLY if different than Contact Info)		
Street Address:	Name:Phone:		
City, State: Zip+4 Code:	Room # / Bldg. Name:		
Your Phone:	Street Address:		
	City, State: Zip+4 Code		
Your E-mail:	E-mail (required for UPS)		

I certify that the terms, restrictions, and qualifications set forth in this form's administration policy are met and that that the payments are in compliance with all conditions imposed by the funding source.

Signed	
	Authorized Representative