! PDF file is computer interactive !

FINANCE
PRINT•COPY•MAIL
UNIVERSITY OF MICHIGAN

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?

○ No proof required ○ Proof via: (fee may apply): _____

○ PDF proof via e-mail

If this project was estimated:

Estimate # _____ By: _____

at COST $ _____ for _____ copies

YOUR CONTACT & ADDRESS INFO:

Name: _____

Room # / Bldg. Name: _____

Street Address: _____

City, State: _____ **Zip+4 Code:** _____

Your Phone: _____

Your E-mail: _____

DELIVERY INSTRUCTIONS:

○ Courier Delivery (Fee: $8 first case, $1 each additional case) ○ Pick-up

○ Campus Mail (NO CHARGE - size/weight restrictions, allow 1-2 days) ○ Ship UPS

DELIVERY ADDRESS (complete ONLY if different than Contact Info)

Name: _____ **Phone**: _____

Room # / Bldg. Name: _____

Street Address: _____

City, State: _____ **Zip+4 Code** _____

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

REV May 2015