ATTENTION: Printing Purchasing Agent

Copyright is the authorized printer for University of Florida letterhead, envelopes, and business cards. We also can provide note pads, labels and hanger cards. In fact we can handle just about any of your printing needs from brochures and programs to announcements and posters.

The following two page order form is being provided to make your job easier the next time you need something printed. Please make copies before you fill them out so they can be reused.

Thank you for choosing Copyright for your printing needs. Please contact Angel if you have any questions regarding your order.

Thank you,
The Staff at Copyright
Business Card Order
Form Only

Employee Name
Title
Department
College

Office location
PO Box XXXXXX
Gainesville, FL XXXX

xxx-xxx-xxxx Tel
xxx-xxx-xxxx Other
xxx-xxx-xxxx Fax
xxxxxxxxxxx@ufl.edu
Website

The example above is a 150% enlargement of the 3.5 x 2 inch business card set-up that follows guidelines of the University of Florida Identity Manual.

1. Employee’s name
2. Employee’s title
3. Employee’s office or department name
   College of school under
   which office or department falls
4. Employee’s office location, if wanted
5. Post office box number
6. City, state and zip+four
7. Telephone number
8. Fax number
9. Other telephone number if wanted
10. E-mail address
11. Web site address if wanted

PLEASE NOTE: As a contract printer for the University of Florida, we are obligated to conform to the identity and graphic standards established by the University of Florida as published in the University of Florida Identity Manual. Any variation to those standards must be approved by the Director of Marketing.
TO PLACE A NEW ORDER OR REORDER WITH US...

We prefer that you fax your order to us. Please do so by sending us the following information:

**ORDER INFORMATION**

College and/or Department Name: __________________________

Contact Name: __________________________ Phone: __________________________ ext.: ______ Fax: __________________________

E-mail Address: __________________________

Delivery Address (Physical Location): __________________________ □ Deliver □ Pick up

**BILLING INFORMATION**

Billing Address (Mailing Address): __________________________

□ Charge PCard (info provided below) □ Charge PCard on file (last 4 digits) __________________________

□ Call for PCard □ Send invoice - will pay by check □ Send invoice - will pay by Pcard

□ Purchase order or account # __________________________

Pcard # __________________________ Exp. Date ______ / ______ Card Holders name __________________________

**BUSINESS CARD ORDER**

□ New Order □ Reorder—No Changes □ Reorder—Changes Noted On Following Page

Previous Job # __________________________

Order Quantity: □ 500 □ 1000 □ Other: __________________________ □ Noted on each set-up

**LETTERHEAD ORDER**

□ New Order □ Reorder—No Changes □ Reorder—Changes Noted On Following Page

Previous Job # __________________________

Order Quantity: □ 500 □ 1000 □ Other: __________________________ □ Noted on each set-up

Paper Type: □ Quality (Royal) □ Economy (First Choice)

□ Blank matching second sheets — Quantity: □ 500 □ 1000 □ Other: __________________________

**#10 ENVELOPE ORDER**

□ New Order □ Reorder—No Changes □ Reorder—Changes Noted On Following Page

Previous Job # __________________________

Order Quantity: □ 500 □ 1000 □ Other: __________________________ □ Noted on each set-up

Paper Type: □ Quality (Royal) □ Economy (First Choice) □ Econo (Standard Wove)

**OTHER ENVELOPES**

Envelope Type: □ #10 Window □ #9 Regular □ 9X12 Catalog □ #10 redi-seal □ Other

Ink Color: □ 2 color □ 1-color blue (for specialty and window envelopes)

**OTHER ORDER**

□ New Order □ Reorder—No Changes □ Reorder—Changes Noted On Following Page

Previous Job # __________________________

Order Quantity: □ 500 □ 1000 □ Other: __________________________ □ Noted on each set-up

Ink Color: □ 2 color □ 1-color blue □ Other: __________________________

**TURNAROUND TIME**

□ Normal □ Best without incurring additional charges

□ Rush (minimum $20 rush charge added to meet your deadline) □ Deadline __________________________

□ Other: __________________________

□ Normal □ Best without incurring additional charges

□ Rush (minimum $20 rush charge added to meet your deadline) □ Deadline __________________________

□ Other: __________________________