

Printing Request

GENERAL SUPPORT SERVICES • BOOKSTORE BASEMENT • PHONE 786.6860 • FAX 786.6861

DATE REQUESTED _____ DATE NEEDED _____

NAME _____ DEPARTMENT _____

PHONE _____ FAX _____

ORG # _____ FUND # _____

PLEASE COMPLETE THE FOLLOWING INFORMATION AS IT SHOULD APPEAR ON THE FINISHED PRODUCT.

Please note all orders are limited to the following fields. A proof will be faxed for your approval prior to printing.

LETTERHEAD (Order in quantities of 500)

QUANTITY _____

DEPARTMENT TITLE _____

ADDRESS _____

PHONE _____ FAX _____

DEPARTMENT WEB ADDRESS **OR** DEPARTMENT E-MAIL _____

ENVELOPE (Order in quantities of 500)

QUANTITY _____

DEPARTMENT TITLE _____

ADDRESS _____

ORG # USED FOR MAILING CHARGES _____

BUSINESS CARD (250, 500, or 1,000)

QUANTITY _____

NAME _____

POSITION/TITLE _____

DEPARTMENT _____

PHONE _____

FAX _____

E-MAIL _____

WEB ADDRESS **OR** ADDITIONAL
PHONE NUMBER (CELL OR HOME) _____

 UNIVERSITY of ALASKA ANCHORAGE

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Thank you!