



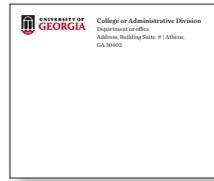
# Mailing Label Order Form

BULLDOG PRINT + DESIGN

Mailing Labels are either single labels or on Avery sheets and can be printed in one or two colors on Label Stock. Normal turnaround time for reprints is 5-7 working days; 10-12 working days for new orders. Jobs desired in 5 or less working days constitute a rush order and additional cost. Official UGA Labels must be in compliance with UGA regulations.

Please contact one of our customer service representatives at 706-542-3861 if you desire a price quote.

We appreciate your business!



Single Labels  
(4 x 5 Standard)



6up Avery Sheet Labels  
(3 1/4 x 4 3/16)

## 1 Contact info (required)

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

Date:

|               |                |            |                  |                |
|---------------|----------------|------------|------------------|----------------|
| Contact Name: |                | Dept:      |                  |                |
| Phone:        |                | Email:     |                  |                |
| SpeedType #:  | OR **Fund:     | **Dept ID: | **Program:       | **Class:       |
| *Project:     | *Project Unit: | *Activity: | *Operating Unit: | *Chartfield 1: |

\*\* Required if no SpeedType \* Required only with specific accounts

## 2 Job specs (required)

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

|  |   |
|--|---|
| <p><b>Single Labels</b></p> <p><input type="checkbox"/> 4 x 5 Standard</p> <p><input type="checkbox"/> Other Size: _____</p> <p>Single Quantity:</p> <p>Turnaround Time: <input type="checkbox"/> Rush job <input type="checkbox"/> Normal</p> | <p><b>6-up Avery Sheets # 5577</b></p> <p><input type="checkbox"/> 3 1/4 x 4 3/16 Standard</p> <p>6-up Quantity:</p> <p>Ink Color: <input type="checkbox"/> Red and Black Ink <input type="checkbox"/> Black Ink Only</p> |
|--|---|

## 3 Delivery address: (required)

On-campus (building & room)  Off-campus (entire address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attention:

\*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 label for our reference

## 4 New or revised order info (do not fill out if exact reprint):

Some information on the label template is optional. Leave fields blank if they do not apply.

|       |  |
|-------|--|
| ORDER | College or School:                             |
|       | Department:                                    |
|       | Address:                                       |
|       | City/State:                                    |
|       | Zip code:                                      |
|       | Other, alternative info, special instructions: |

4435 Atlanta Highway • Athens, Georgia 30606 • Telephone 706.542.4440 • Fax 706.425.3255

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).