

# UNG LETTERHEAD ORDER FORM

NEW ORDER     REORDER

## SELECT YOUR PREFERRED LOGO OPTION OR DIVISION OPTION



## LETTERHEAD IMPRINT INFORMATION

Include College/Division Name (Option A) \_\_\_\_\_

Include Department/Office Name (Option B) \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax Number: (optional) \_\_\_\_\_

## SELECT YOUR HOME CAMPUS

*This is the mailing address required for your campus location.*

- 56 Nighthawk Drive, Blue Ridge, GA 30513
- 300 Aquatic Circle, Cumming, Georgia 30040
- 82 College Circle, Dahlonega, Georgia 30597
- P.O. Box 1599, Dahlonega, Georgia 30533  
(Office of Advancement Only)
- P.O. Box 1358, Gainesville, Georgia 30503
- P.O. Box 1748, Watkinsville, Georgia 30677

## SELECT PREFERRED QUANTITY

500     1000     1500

## SELECT PREFERRED INK STYLE

Blue/Gold Ink     Gold Foil

## CONTACT INFORMATION

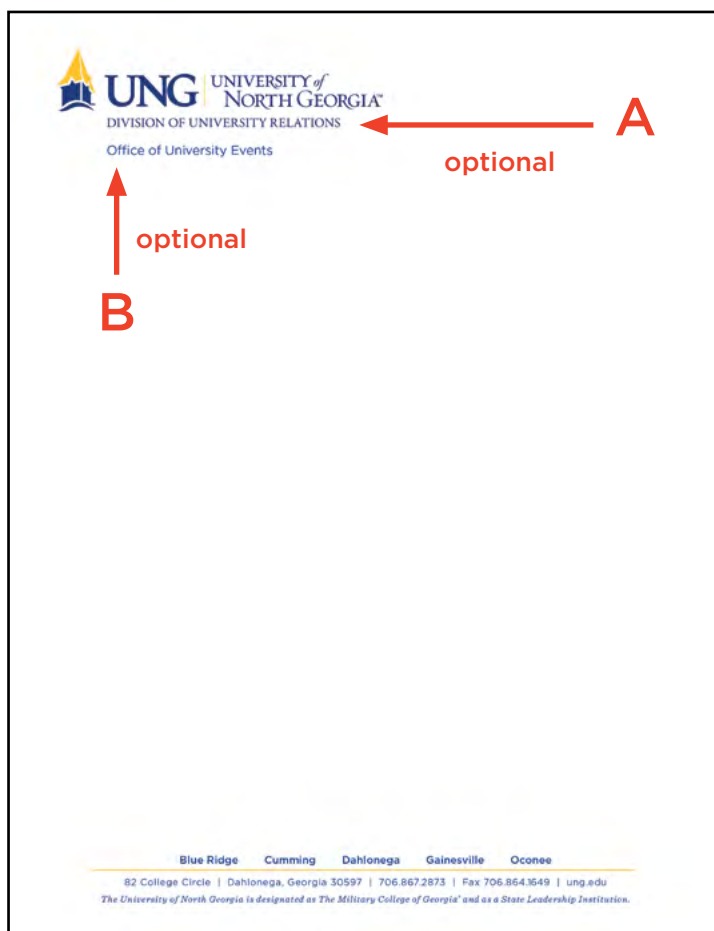
Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

A proof will be sent to this email address for approval.  
**Approval must be received before any printing is started.**

## LAYOUT CUSTOMIZATION OPTIONS



## FOR VENDOR USE

Date In \_\_\_\_\_ Received By \_\_\_\_\_ Proof Approved by Requester \_\_\_\_\_

Final Proof Approved by University Relations \_\_\_\_\_ Job Finished/Sent for Delivery \_\_\_\_\_

Deliver to:  BR     CMG     DAH     GVL     OCN