

1919 Green Road Ann Arbor, MI 48109-2564

OFFICE HOURS: M-F: 7am-3pm
 Building access: M-F: 7am-5pm

CUSTOM PRINTING ORDER FORM

Save time & money • Order your standard-design stationery with our Online Catalog: www.PrintCopyMail.umich.edu

Order Submission Date: _____ Charge to Shortcode: _____

Department Name _____

Send Orders, job files, questions to us:

E-mail: PrintingServices@umich.edu

Please note: <https://brand.umich.edu/design-resources/colors/> for reference on UM Branding guidelines and appropriate uses and definitions of official UM colors.

PRINTING SERVICES PHONE: 734-764-6230

Copy Center Phone: 734-647-0507

Copy Center Email: ax-cc-ccaux@umich.edu

New projects: Include print-ready PDF file (unless you need artwork created or typesetting done). You can also attach a separate document with details or instructions.

Reprint jobs: Include scan or snapshot if possible so we can identify the previous job#. Note any changes that are needed, or if this is an Exact Reprint.

Quantity	Description/Special Instructions - You can use one form for for multiple projects	Old Job# if known	(Leave Blank)

If you received a quote, please indicate Quote# _____ Person who helped you _____

DO YOU NEED A PROOF? PDF proof via email No proof needed Other (*fee may apply*) _____

DELIVERY METHOD: Pick-up Campus Mail Courier Delivery (*fee applies*) UPS (*fee applies*) Other (*explain*)

USPS mail automation processing is required for this project:
 (*ink-jet addressing, inserting, address certification, metering, etc.*)

YOUR CONTACT INFO:

SHIP TO: IF DIFFERENT THAN YOUR CONTACT INFO

Your Name _____

Name _____

Room# / Building _____

Room# / Building _____

Street address _____

Street address _____

City /State / Zip + 4: _____

City /State / Zip + 4: _____

Your phone _____

Phone _____

Your email _____

Email _____