

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 _____

Send Orders, job files, questions to us:

E-mail: PrintingServices@umich.edu

IMPORTANT NOTES: _____

PRINTING SERVICES PHONE: 734-764-6230

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.

Copy Center Phone: 734-647-0507

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.

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

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

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 _____