

CONTACT/BILLING INFORMATION

Purchase order or departmental requisition # _____ Todays date _____ Due date _____

Contact person _____ Telephone _____ Fax _____

Email _____ Previous job number or approximate date _____


Bill to (department and address) _____

Pick-up (24 Umberger Hall) Delivery or shipping address _____

Special instructions _____

Signature (please print also) _____

Print colors	Paper	Size	Quantity
Black/PMS 268	25% Cotton bond (watermark)	<input type="checkbox"/> 8½ × 11 <input type="checkbox"/> 5½ × 8½	_____
Black/PMS 268	20# Sulphite bond	<input type="checkbox"/> 8½ × 11 <input type="checkbox"/> 5½ × 8½	_____
Black	25% Cotton bond (watermark)	<input type="checkbox"/> 8½ × 11 <input type="checkbox"/> 5½ × 8½	_____
Black	20# Sulphite bond	<input type="checkbox"/> 8½ × 11 <input type="checkbox"/> 5½ × 8½	_____

	College	_____
	Department/Office	_____
	Department/Office	_____
	Room and Hall	_____
	Street address	_____
	City, State ZIP+4	_____
	Phone	_____
	Fax	_____
Email	_____	
Website	_____	

Questions regarding official University Guidelines can be obtained by viewing the Brand Guide at the Division of Communications and Marketing's website. www.k-state.edu/vpcm/branding