

**CONTACT/BILLING INFORMATION**

Purchase order or departmental requisition # \_\_\_\_\_ Today's date \_\_\_\_\_ Due date \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Bill to (department and address) \_\_\_\_\_

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

Special instructions \_\_\_\_\_

Signature (please print also) \_\_\_\_\_

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<b>Paper and weight</b>	<b>Color</b>	<b>Size</b>	<b>Quantity (number of sheets)</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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