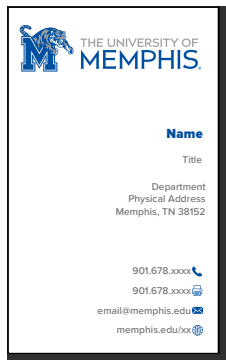


Tiger Copy & Graphics Order Form



Business Cards



☐ Vertical

Please Pick Quantity:

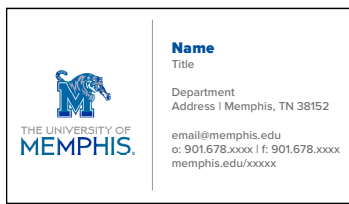


Back of Card (Optional)

250 Count

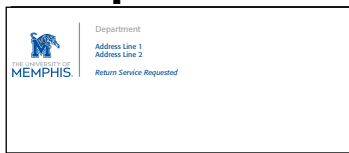
500 Count

OTHER _____



☐ Horizontal

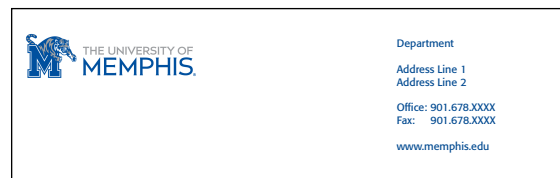
Envelopes



Please Pick Size & Quantity:

- ☐ #9 Envelope ☐ 500 Count
☐ #10 Envelope ☐ 1000 Count
☐ Window ☐ Other: _____

Letterhead



500 Count

☐ 1000 Count

☐ Other: _____

****All stationery MUST be printed on university approved watermarked paper****

Contact Information

Name: _____

Phone: _____ **Fax:** _____

Email: _____

Department: _____

Index #: _____

Order Date: _____ **Due Date:** _____

☐ Check if you wish to be contacted with a quote.

☐ Proof Needed

☐ Proof Waived: **X**

Name: _____

Title: _____

Department: _____

Address Line 1: _____

Address Line 2: _____

Office or Cell#: _____

Fax/Cell#: _____

Email: _____

Website: _____

Please pick one of the following logos



THE UNIVERSITY OF
MEMPHIS

☐ Preferred

☐ Faculty

Student Business Cards

☐ Qty: 100



Printing Order Form

General Printing

<input type="radio"/> Black & White	<input type="radio"/> Color
<input type="radio"/> Text Weight	<input type="radio"/> Card Stock
<input type="radio"/> Other: _____	
Run Size:	
<input type="radio"/> 8.5 x 11	<input type="radio"/> 8.5 x 14
<input type="radio"/> 11 x 17	<input type="radio"/> 12 x 18
Finished Size: _____	
<input type="checkbox"/> Regular Dimensions (with Margins)	<input type="checkbox"/> Trim to Full Bleed
<input type="radio"/> Single Sided	<input type="radio"/> Double Sided
Quantity: _____	

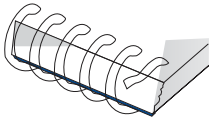

Oversize Printing

<input checked="" type="radio"/> Black & White	<input type="radio"/> Color
<input checked="" type="radio"/> Paper (Matte)	<input checked="" type="radio"/> Vinyl
<input type="checkbox"/> Laminate	<input type="checkbox"/> Mount
Dimensions: _____	
Quantity: _____	

Finishing

<input type="radio"/> Half Fold	<input type="radio"/> Tri-Fold	<input type="radio"/> Other _____
<input type="radio"/> One Staple	<input type="radio"/> Two Staples	<input type="radio"/> Saddle Stitched
<input type="radio"/> Laminate (8.5 x 11)		<input type="radio"/> Laminate (11 x 17)
<input type="radio"/> Roll Laminate/Size : _____		

Binding Options

		Quantity: _____
Coil Bind <input type="radio"/>	Perfect Bind <input type="radio"/>	Size: _____

Additional Notes

Price Quote

