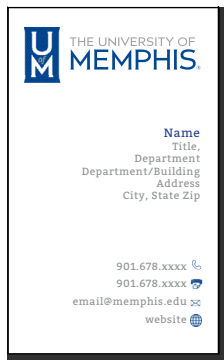


# Tiger Copy & Graphics Order Form



## Faculty/Staff Business Cards



Vertical



Horizontal

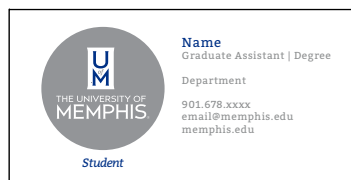
**Please Pick Quantity:**

500 Count

1000 Count



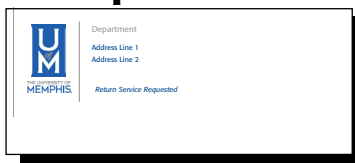
Back of Card (Optional)



## Student Business Cards

100 Count

## Envelopes



**Please Pick Size & Quantity:**

#9 Envelope

500 Count

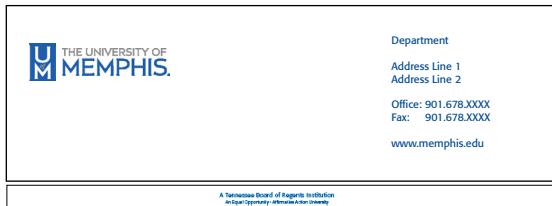
#10 Envelope

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** \_\_\_\_\_  
Type name on line

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Office or Cell#: \_\_\_\_\_

Fax/Cell#: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Please pick one of the following logos for Horizontal Layout**



THE UNIVERSITY OF MEMPHIS.



THE UNIVERSITY OF MEMPHIS.



THE UNIVERSITY OF MEMPHIS.



Lambuth

Preferred  Faculty  Athletic  Lambuth

**Please pick one of the following logos for Vertical Layout**

Preferred



THE UNIVERSITY OF MEMPHIS.

Faculty



THE UNIVERSITY OF MEMPHIS.

Athletic



THE UNIVERSITY OF MEMPHIS.

Lambuth



THE UNIVERSITY OF MEMPHIS.

# Printing Order Form

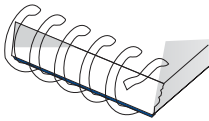

## General Printing

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

## Finishing

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


## Binding Options

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

## Oversize Printing

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

## Additional Notes



## Price Quote