University Press Standard Print Item Order Form

SWOSU
Southwestern Oklahoma State University

DATE:
ORDERED BY:
PHONE:
DELIVER TO:

PO NUMBER:
ORDERING DEPT:
EMAIL:
ACCOUNT NUMBER:

Business Cards

Style - Qty - Price $ 0

Name
Title
Department
Office Phone
Optional Cell **or** Fax
Email

Style - Qty - Price $ 0

Name
Title
Department
Office Phone
Optional Cell **or** Fax
Email

Style - Qty - Price $ 0

Name
Title
Department
Office Phone
Optional Cell **or** Fax
Email

Style - Qty - Price $ 0

Name
Title
Department
Office Phone
Optional Cell **or** Fax
Email

Department Letterhead

Qty - Price $ 0

Department Envelopes

Notes such as using a different postage account number, add a special endorsement line, etc.

Regular	Qty -	Price $ 0
Window	Qty -	Price $ 0
Permit 57	Qty -	Price $ 0
Business Reply	Qty -	Price $ 0

Research Posters

Poster #	Length in Inches		Width in Inches	Price*
1		x		$ 0
2		x		$ 0
3		x		$ 0
4		x		$ 0
5		x		$ 0
6		x		$ 0
7		x		$ 0
8		x		$ 0
9		x		$ 0
10		x		$ 0

Who will be sending or uploading the files?

Name
email
phone

Please process the purchase order first so that the PO# can be referenced when uploading files.

Posters will not be processed without a PO number.

Convert files to PDF and upload at **https://www.swosu.edu/administration/univpress/upload.aspx**

Smaller files may be emailed to **univpress@swosu.edu** referencing the PO number.

Notes about posters

Mailing Tubes/Boxes

Qty - Price $ 0

Department Approval:

Business Services Approval:

Business Services

Order Total $ 0

This form will be sent to Business Services for approval. Once approved it will be sent to University Press for processing.

SUBMIT FOR APPROVAL

**invoiced cost will reflect the finished size of the printed poster which may be different than estimated here*

CLEAR PRINT