

Dept. Requisition or PO # \_\_\_\_\_

KSPS Job # \_\_\_\_\_

# Mailing Only Order



## CONTACT/BILLING INFORMATION

Name of college, dept, or unit \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

Deliver to \_\_\_\_\_

Approval Signature \_\_\_\_\_

### K-State Printing Services

Production Plant  
5980 Corporate Drive  
Phone: 532-6308 Fax: 532-7637  
Campus Office  
108 K-State Union  
Phone: 532-1526 Fax: 532-7303  
www.ksu.edu/printservices

Due Date \_\_\_\_\_

Order A&K labels # of sets \_\_\_\_\_

Job Title \_\_\_\_\_

# of Pieces to be tabbed \_\_\_\_\_

# of Pieces to be addressed \_\_\_\_\_

- Labels provided
- List sent email to printmail@ksu.edu
- List provided on disk

Please send to  A&K  AK&O  AK&F  AK&A list

Please send to \_\_\_\_\_  
\_\_\_\_\_

# of Pieces to be mailed \_\_\_\_\_

Please mail:  1st class mail  Standard mail  Non-profit bulk