

# Memo/Routing Slip Order

### **CONTACT/BILLING INFORMATION**

Name of college, dept, or unit \_\_\_\_\_ Person to look at proof \_\_\_\_\_ \_\_\_\_\_ FAX \_\_\_\_\_ Telephone \_\_\_ Email \_\_\_\_\_ \_\_\_\_\_ Pick Up \_\_\_\_\_ Deliver to \_\_\_ Approval Signature \_\_\_\_\_

KANSAS STATE

**Production Plant** 

5980 Corporate Drive Phone: 532-6308 Fax: 532-7637

**Umberger Production** 

11 Umberger

Phone: 532-5816 Fax: 532-7938

Campus Office

108 K-State Student Union Phone: 532-1526 Fax: 532-7303 www.ksu.edu/printservices

Provide a copy of your old form, or type the new copy in provided space at bottom or on an additional page.

## Due Date \_\_\_\_\_ Previous Job #

## **MEMO SHEETS**

Standard size 5 1/2 x 8 1/2 50 sheets per pad w/ chipboard back

Number of pads \_\_\_\_\_

Color of paper \_\_\_\_\_

Color of ink \_\_\_\_\_

#### **ROUTING SLIPS**

Standard size 3 2/3 x 7 1/4 50 sheets per pad w/ chipboard back

Number of pads \_\_\_\_\_

Color of paper \_\_\_\_\_

Color of ink

Please set New □ Reprint  $\square$ Hard copy provided □

KANSAS STATE Memorandum

Title \_\_\_\_\_ College \_\_\_\_\_

Department/Office \_\_\_\_\_

Department/Office \_\_\_\_\_

Address Information

Address info - if needed \_\_\_\_\_

City, State Zip + 4 \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_