

Printing Services

## **REQUISITION FOR LSU NOTECARDS**

3555 River Road - Printing Office Phone: 225-578-2017 • Fax: 225-578-2807

Email: printing@lsu.edu • www.lsu.edu/pas

## Instructions:

	nformation and	fill in each field as you wish it	to appear (i.e. Dep	partment of,		·	
School of, etc.).  2. To expedite your order.	te all the information below. Wh	nere there is a che	ck box, please	Job Number			
check the box to the fro	nt of your sele	ction.		, ,			
3. No request may be proc	essed without	a valid budget code number or	cash payment.				
Contact Name		Department Name	Department Name			Incoming Date	
Day Phone		Budget Code/Cash	Budget Code/Cash			Pick up or Deliver	
Cell/Evening Phone		Authorization Name	Authorization Name for use of Budget Code			ess	
Fax		Email	Email			Billing Address	
Quantity 🗓	250 🗖 5	00 1,000 2,0	00 🔲 5,000	Other			
Color One Co	olor — Black	☐ One Color — Purple 〔	Two Color —	Black and Purple	e 🔲 Other	[i.e. gold foil, embossed]:	
Your LSU Not	ecard li	nformation:					
Parent Signature: [see list provided]							
Department:							
Address:							
A2 Notecard						A2 Notecard	
Option 1						Option 2	
		ŴLSU		ıc		Department Name Optional	
		Department Here		Department Her.			
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Δ2 Fn	velope	Department Here		Department Me Louislans State Uni Address Here • Ealan Rou	ersky pr, LA 70803	A2 Envelope	
Address or	-	Louisiana State University Address Here • Baten Bauges, LA XXXXX				Address on Back Flap	
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