

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:

1. Please type or print all information and fill in each field as you wish it to appear (i.e. Department of ..., School of..., etc.).
2. To expedite your order, please complete all the information below. Where there is a check box, please check the box to the front of your selection.
3. No request may be processed without a valid budget code number or cash payment.

Contact Name	Department Name	Job Number
Day Phone	Budget Code/Cash	Pick up or Deliver
Cell/Evening Phone	Authorization Name for use of Budget Code	
Fax	Email	Billing Address

Quantity 250 500 1,000 2,000 5,000 Other _____

Color One Color — Black One Color — Purple Two Color — Black and Purple Other [i.e. gold foil, embossed]: _____

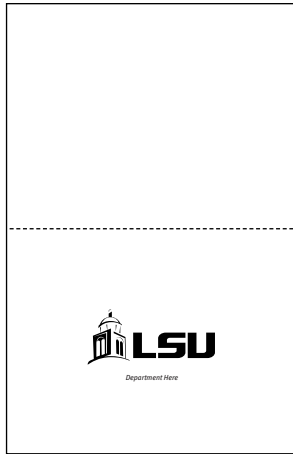
Your LSU Notecard Information:

Parent Signature: _____
[see list provided]

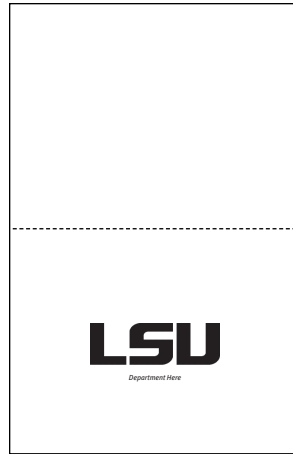
Department: _____

Address: _____

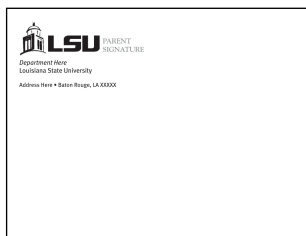
A2 Notecard Option 1
 Department Name Optional



A2 Notecard Option 2
 Department Name Optional



A2 Envelope Address on Front



A2 Envelope Address on Back Flap

