

Print Services

GRADUATION ANNOUNCEMENT ORDER FORM

Telephone: 413-577-9500

Fax: 413-545-3377

Email: print@admin.umass.edu**Ordered by:**

FIRST NAME LAST NAME

ADDRESS

CITY STATE ZIP

DAYTIME PHONE FAX NUMBER

EMAIL ADDRESS

Choose Standard Verse or Customize:

Most graduates find the standard announcement phrasing is satisfactory. You may, however, choose to compose your own announcement. The announcement will fit 14 lines of type comfortably. The additional cost to typeset a custom announcement is \$8.00. *Select One:*

- Standard Undergraduate Announcement
 Standard Graduate Announcement
 Custom Phrasing*

List Your Degree Details:

If you choose the Undergraduate or Graduate Standard Verse for your announcement, provide the following information. Please print legibly.

NAME

DEGREE (Example: BACHELOR OF FINE ARTS)

MAJOR (Example: ART EDUCATION)

*If you choose Custom Phrasing, please type or print your wording on a separate sheet.

Select a Typestyle:

- Diskus Ariston Park Avenue
 Shelley Allegro Snell Zapf Chancery

Choose the Announcement Style:

- Flat printing in maroon, blue & gold ink on ivory
 Flat maroon ink with blue & gold foil on soft white

Quantity:

The minimum order is ten (10), and includes standard typesetting charges, 10 announcements and 10 envelopes. Please refer to the price list for more details.

Number of Announcements with Matching Envelopes: _____

Number of Extra Envelopes at 15¢ each: _____

Pick Up or Delivery:

Announcements are ready for pick up at Print Services, room 151 Whitmore Administration Building five business days after the proof has been approved and the signed release has been returned. If you are unable to pick up the announcements, you may opt for shipping via UPS.

- Pick up at 151 Whitmore Administration Building
 Ship UPS Ground
 Ship UPS 3-Day Select
 Ship UPS 2nd Day Air
 Ship Next Day Air

Please fill the next section only if you wish your order to be shipped. Based on the shipping service selected and the quantity of announcements wanted we will figure the shipping and handling and include it in your estimate.

Ship to: Same as Ordered by

FIRST NAME LAST NAME

ADDRESS

CITY STATE ZIP

Send Order:

Fax to: Graduation Announcement Coordinator
 University of Massachusetts
 413-545-3377

Mail to: Graduation Announcement Coordinator
 Print Services
 151 Whitmore Administration Building
 University of Massachusetts
 181 Presidents Drive
 Amherst, MA 01003-9313

Proof Copy:

Based on the information you have provided on this form, we will typeset your announcement and have a proof ready for you within five business days. Please specify how you would like to receive your proof:

- US mail Fax Email

We will also calculate the cost of your order and provide you with payment options. Thanks for your order.

FOR OFFICE USE ONLY

Date Received: _____ Job No. _____

Typesetter Init. _____ Page No. _____

Date Proof Sent _____ Via US Mail Faxed

Attach fax confirmation and place in proof box.