

# Print Services

## GRADUATION ANNOUNCEMENT ORDER FORM

Telephone: 413-545-2718

**Fax: 413-545-3377**

Email: [print@admin.umass.edu](mailto: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
- Goudy Old Style
- Park Avenue
- Shelley Allegro
- Snell
- Zapf Chancery

### 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 139 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 to have your announcements shipped.

- Pick up at 139 Whitmore Administration Building
- Ship USPS Priority Mail
- Ship UPS Ground
- Ship UPS 3-Day Select
- Ship UPS 2nd Day Air
- Ship UPS 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.

Same as Ordered by

### Ship to:

_____		_____	
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

### Payment & Proofing:

A deposit of \$10.00 or payment in full is required before typesetting can be completed. Based on the information you have provided on this form, we will calculate the cost of your order and contact you. Once payment is received 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 estimate and proof copy:

- US mail
- Fax
- Email

Thanks for your order.

#### FOR OFFICE USE ONLY

Date Received: _____	Job No. _____	Typesetter Init. _____	Date Appr'd _____
Date Proof Sent _____	<input type="checkbox"/> Via US Mail	<input type="checkbox"/> Faxed ( <i>Attach fax confirmation</i> )	<input type="checkbox"/> PDF Proof Emailed