

Graduation Announcement Order Form

1. First, fill out form below and send via:

- Mail: UMass Print Services, 120 Tillson Farm Road, Amherst, MA 01003-9346
- Email: print@admin.umass.edu
- Drop off form at 139 Whitmore Admin. Building or 120 Tillson Farm Road

2. Second, you will be contacted for payment if you did not provide information at the bottom.

PREPAYMENT IS REQUIRED.

3. Third, the typeset proof of graduation announcement (PDF) will be emailed to you.

YOU MUST PROOFREAD THOROUGHLY before approving to print. All charges after approved printing will be incurred by customer. (Please check that it does not go to SPAM/JUNK)

ORDERED BY: (PRINT ONLY)

FIRST NAME _____ LAST NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____ CELL _____
EMAIL _____

GRADUATE INFO (Check One)

- STANDARD UNDERGRADUATE
- STANDARD GRADUATE
- CUSTOM PHRASING (additional \$12.00 charge) please type or print wording

GRADUATE NAME: _____

DEGREE: (EXAMPLE - BACHELOR OF FINE ARTS) _____

MAJOR: (EXAMPLE - ART EDUCATION) _____

FONTS: GOUDY OLD SAMPLE: Graduation ZAPF CHANCERY SAMPLE: *Graduation* PARK AVENUE SAMPLE: *Graduation*

QUANTITY: _____ *PLEASE NOTE MINIMUM ORDER IS 10 (each order includes 5 extra envelopes) ADDITIONAL ENV: _____

PICK UP AT WHITMORE PICK UP AT TILLSON FARM ROAD USPS PRIORITY MAIL

SHIPPING ADDRESS: SAME AS ABOVE OR USE ADDRESS BELOW

FIRST NAME _____ LAST NAME _____

ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FOR OFFICE USE ONLY: DATE RECEIVED: _____ DATE PAID: _____ JOB NUMBER: _____