


# University of Florida Letterhead Order Form

E-mail to: [orders@insty-printsonline.com](mailto:orders@insty-printsonline.com) or Fax to 371-6597



 Unit Name _____ College Name _____ PO Box 000000 _____ Gainesville FL 32600-0000 _____
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PLEASE PRINT LEGIBLY OR TYPE YOUR INFORMATION BELOW:

(The names and titles of individuals are not to be printed on envelopes/)

College: \_\_\_\_\_

Department: \_\_\_\_\_

PO Box: \_\_\_\_\_

City, State, Zip+4: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Name & Phone # of Person Placing Order: \_\_\_\_\_

E-mail address to send proof: \_\_\_\_\_

Quantity:  500  1000  Other \_\_\_\_\_

Proof:  Yes  No

Charge to P-Card on file?:  Yes  No

I need a P-Card form:  Yes  No

This form is interactive, if you need help call 373-7547