

Publications Office, 115 Graff Main Hall, UW-La Crosse, 785.8575/8499

Please complete the following information to assist the Publications Office in planning your publication.
Arrange a meeting with the Publications Office (785.8575 or 785.8499) to submit this form and discuss your project.

title of publication _____ department _____

contact person _____ phone _____ fax _____

e-mail _____

Exact reorder (attach sample)

P.O. number _____
dated _____
printer vendor _____

quantity required _____
printing budget _____
full account number _____
(11-digit)
delivery address _____
requested delivery date _____

Reorder with changes
(attach sample with changes indicated)

P.O. number _____
dated _____
vendor who printed job _____

quantity required _____
printing budget _____
full account number _____
(11-digit)
delivery address _____
requested delivery date _____

New job

Objective of publication: _____

Suggested themes for publication: _____

Intended audience: _____

quantity required _____

printing budget _____

full account number _____
(11-digit)

delivery address _____

requested delivery date _____

Other: _____

PUBLICATIONS OFFICE

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