

Print Order Form

E-mail completed form to printshop@uada.edu

Cost Center 1 _____ Driving Worktag 1 _____ Date Needed _____

Cost Center 2 _____ Driving Worktag 2 _____

Author's Name _____ Contact Person _____

Author's E-mail _____ Contact's E-mail _____

Print Job Title _____

No. Pages	No. Copies	Stock (Paper Type)	Ink (Color or BW)

Printing Specifications

	Check One		Check One		Check One
One Side	<input type="checkbox"/>	1 Staple	<input type="checkbox"/>	Punch	<input type="checkbox"/>
Both Sides	<input type="checkbox"/>	2 Staples	<input type="checkbox"/>	Fold	<input type="checkbox"/>
Collate	<input type="checkbox"/>	Saddle Stitch	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	Spiral Bound	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	Glue Binding	<input type="checkbox"/>		<input type="checkbox"/>

Additional Attachments:

Other Information:

Bulk distribution or specific individual mailings

	County Extension Agents – Staff Chair		All Extension Faculty (state, county, and area professional faculty)
	Also Sub-offices		All Extension Personnel (all individuals employed by CES)
	County Extension Agents – Agriculture		Support Staff
	County Extension Agents – FCS		Return Copies to
	All County Extension Agents		Place in stock
	All Extension Specialists		

Ozark District	No.	Delta District	No.	Ouachita District	No.
Baxter		Arkansas (DeWitt)		Bradley	
Benton		Arkansas (Stuttgart)		Calhoun	
Boone		Ashley		Clark	
Carroll		Chicot		Cleveland	
Cleburne		Clay (Piggott)		Columbia	
Conway		Clay (Corning)		Dallas	
Crawford		Craighead		Garland	
Faulkner		Crittenden		Grant	
Franklin (Ozark)		Cross		Hempstead	
Franklin (Charleston)		Desha		Hot Spring	
Fulton		Drew		Howard	
Independence		Greene		Lafayette	
Izard		Jackson		Little River	
Johnson		Jefferson		Miller	
Logan (Paris)		Lawrence		Montgomery	
Logan (Booneville)		Lee		Nevada	
Madison		Lincoln		Ouachita	
Marion		Lonoke		Perry	
Newton		Mississippi		Pike	
Pope		Monroe		Polk	
Searcy		Phillips		Pulaski	
Sebastian		Poinsett		Saline	
Sharp		Prairie		Scott	
Stone		Randolph		Sevier	
Van Buren		St. Francis		Union	
Washington		White			
Yell (Danville)		Woodruff		Research & Extension Centers	
Yell (Dardanelle)				Hope (SWREC)	
				Keiser (NEREC)	
				Stuttgart	

Attach the completed form to an e-mail message to printshop@uaex.edu and place the job tracking number in the SUBJECT field.