



MEMO PAD ORDER FORM

Printing Services Phone (773)508-2041 or (773)508-2042
Fax (773)508-3401 or (773)508-7744

Date: _____

Order #: _____

Memo Pads - 100 Sheets Per Pad

Number of Pads

Memo Pads - 3 Color	_____	5.5 x 8.5" <input type="checkbox"/>	or	4.25 x 5.5" <input type="checkbox"/>
Memo Pads - Maroon Ink	_____	5.5 x 8.5" <input type="checkbox"/>	or	4.25 x 5.5" <input type="checkbox"/>
Memo Pads - Black & White	_____	5.5 x 8.5" <input type="checkbox"/>	or	4.25 x 5.5" <input type="checkbox"/>

Loyola Logo Rambler Logo

Campus: _____ If other, please specify _____

Name: _____

Title Line: _____

Division: _____

Department: _____

Department Line 2: _____

Address Line 1: _____

Address Line 2: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Special Instructions: _____

Requestor Name: _____ Email: _____

Accounting Unit/Account: _____ Phone #: _____

Requested Ship Date: _____

Pick-up/Delivery: _____ Location: _____