UGS Direct 2 U Order/Quote Inquiry

**All information is required to be completed before submitting**

|  |  |
| --- | --- |
| School Name  Contact Name |  |
| Contact Phone Number |  |
| Contact Email |  |
| Name of organization/department:  If it is for a business not associated with the college, what is the business name? |  |
| Who is paying the invoice? Is it the school or another organization or person?  ***We need to know this for invoicing tax purposes and is included in the quote.***  *What is the billing address & attention to?* |  |
| Is there an event date?  If so, what is the date of the event? |  |
| The date the item/s need to be delivered by: |  |
| Price point per item or overall Budget |  |
| What logo/s or should be used?  What is decoration color/s  Is artwork attached with this form?  How many artwork files are there?  Is the artwork vectorized? |  |
| Shipping Address: |  |
| Additional Information: |  |
| **Requested item #1 - Name**  Is it a reorder from a previous order with UGS?  Item description- be as specific as possible – pictures help if you have one.  Quantity  Item Color(s)  Imprint Color(s)  Size(s) and quantities of each size per color  Decoration location  For apparel:  Screen print or embroidery |  |
| **Requested item #2- Name**  Is it a reorder from a previous order with UGS?  Item description- be as specific as possible – pictures help if you have one.  Quantity  Item Color(s)  Imprint Color(s)  Size(s) and quantities of each size per color  Decoration location  For apparel:  Screen print or embroidery |  |
| **Requested item #3- Name**  Is it a reorder from a previous order with UGS?  Item description- be as specific as possible – pictures help if you have one.  Quantity  Item Color(s)  Imprint Color(s)  Size(s) and quantities of each size per color  Decoration location  For apparel:  Screen print or embroidery |  |

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| **Requested item #4- Name**  Is it a reorder from a previous order with UGS?  Item description- be as specific as possible – pictures help if you have one.  Quantity  Item Color(s)  Imprint Color(s)  Size(s) and quantities of each size per color  Decoration location  For apparel:  Screen print or embroidery |  |
| **Requested item #5- Name**  Is it a reorder from a previous order with UGS?  Item description- be as specific as possible – pictures help if you have one.  Quantity  Item Color(s)  Imprint Color(s)  Size(s) and quantities of each size per color  Decoration location  For apparel:  Screen print or embroidery |  |