UGS Direct 2 U Order/Quote Inquiry

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

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| --- | --- |
| 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/sIs 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.QuantityItem Color(s)Imprint Color(s)Size(s) and quantities of each size per colorDecoration locationFor 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.QuantityItem Color(s)Imprint Color(s)Size(s) and quantities of each size per colorDecoration locationFor 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.QuantityItem Color(s)Imprint Color(s)Size(s) and quantities of each size per colorDecoration locationFor 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.QuantityItem Color(s)Imprint Color(s)Size(s) and quantities of each size per colorDecoration locationFor 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.QuantityItem Color(s)Imprint Color(s)Size(s) and quantities of each size per colorDecoration locationFor apparel: Screen print or embroidery |  |