**SERVICE ORDER FORM**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PICK-UP DATE: \_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_

**BALLOONS** ($.90 per helium balloon) Color (s)\_\_\_\_\_ Quantity \_\_\_\_\_ Total: $\_\_\_\_\_
(Balloon only - $0.20 & Helium only - $0.70) **(Discontinue Fall 2019)**

**BANNER** ($ per banner 🡪 Size: 60 X 44in ONLY) Quantity \_\_\_\_\_ Total: $\_\_\_\_\_

Send PDF or JPEG to CABANNER@gallaudet.edu

Request by:

* Student / student organization: $40.00
* Department: $45.00 - effective Oct 1, 2019
* External: $95.00 - effective immediately

**BUTCHER PAPER** ($3.00 per yard) Color (s)\_\_\_\_\_ Quantity \_\_\_\_\_ Total: $\_\_\_\_\_

**COPIES** ($.25 per B/W Copy $1.00 per Color Copy) Quantity \_\_\_\_\_ Total: $\_\_\_\_\_

**LAMINATION** ($2.00 per page) Quantity \_\_\_\_\_ Total: $\_\_\_\_\_

 **Accept Credit Card or Cash**

**CAMPUS ACTIVITIES OFFICE ONLY**

Payment: \_\_\_\_ Check \_\_\_\_ Cash \_\_\_\_ Credit Card \_\_\_\_ Interdepartmental Invoice

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_updated 8/5/19