

# University of Florida Letterhead Order Form

E-mail to: [orders@allegragainesville.com](mailto:orders@allegragainesville.com) or Fax to 371-6597



Unit Name  
College Name  
PO Box 000000  
Gainesville FL 32600-0000

PLEASE PRINT LEGIBLY OR TYPE YOUR INFORMATION BELOW:

(The names and titles of individuals are not to be printed on envelopes)

College: \_\_\_\_\_

Department: \_\_\_\_\_

PO Box: \_\_\_\_\_

City, State, Zip+4: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Name & Phone # of Person Placing Order: \_\_\_\_\_

E-mail address to send proof: \_\_\_\_\_

Quantity: ☐ 500 (minimum) ☐ 1000 ☐ Other \_\_\_\_\_ (Per 500) Proof: ☐ Yes ☐ No

Payment Options: ☐ P-Card ☐ Send to Corcentric

☐ PO # \_\_\_\_\_ ☐ Dept. Id # \_\_\_\_\_

This form is interactive, if you need help call 373-7547