

## UGS Letterhead ordering instructions

1. Access the Contracts and Procurement web site  
<http://www.afd.calpoly.edu/cprm/printing.asp#ugs> click on the letterhead ordering form.
2. Fill out all fields and Return completed form to UGS by email:  
[ugsmanagers@calpoly.edu](mailto:ugsmanagers@calpoly.edu), or you may print out form and fax it to: 756-1139
3. Please indicate if you would like a soft proof sent via email (please include email address).
4. When charging to an account number, please include the entire Chartfield string.
5. Any questions? Don't hesitate to call us. 756-1140