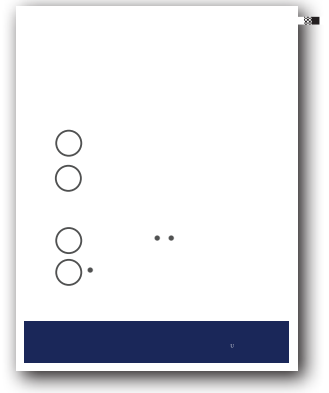


For tracking purposes, Departments should supply FOAPAL information to Publications when placing orders from the COVID catalog. Upon completion of the order, billing will be adjusted and printing will be charged to a separate COVID account and not directly to the department. If external funding is not able to be secured related to COVID expenses, departments may be billed back in whole or part for related printing expenses.

Items #23 and #24 are available on adhesive back vinyl material

Cost per sheet is \$2.75 each 8.5" by 11"

Customization is available for \$80 per hour, prorated to time used, in 15 minute increments.



PUBLICATIONS COVID ORDER REQUEST

REV. 6/18/2020

Please use additional forms as needed

Save a copy
to email

UNIVERSITY OF SOUTH ALABAMA | OFFICE OF PUBLICATION SERVICES
Education and Outreach Bldg., Suite 100 | 600 Clinic Dr. | Mobile, AL 36688-0002
Telephone: (251) 380-2828 | publink@southalabama.edu

CLEAR FORM

COPYRIGHT: Ricoh USA and Publication Services assume no liability of any kind in connection with the presence or absence of proper acknowledgement of copyright notices. Determination of copyright issues related to any such works is the sole responsibility of the customer. Responsibility lies with the customer to obtain correct copyright notice and if one is necessary, it should be attached with all material submitted. Any requisite permission from the copyright owner should be furnished by customer for reproduction of copyrighted material. The customer is responsible for securing all licenses for copyright protected materials, whether camera ready or electronic, before submitting art to Ricoh USA and Publication Services.

NAME: _____

DEPARTMENT: _____

PHONE: _____ EMAIL: _____

FOAPAL or ACCT# _____
FUND ORG ACCT PROGRAM

COMPLETION DATE: _____ DATE SUBMITTED: _____

' Delivery: Location _____ ' Call when ready for pickup

Item #	Item name:
Size	Quantity
Items #1 — #22 available in ' before submittin _____	

--

--