

# Banner Assembly Work Order

## IFAS Extension Bookstore

Building 440 Mowry Road • Gainesville, FL 32611 • (352) 392-1764

Project Title \_\_\_\_\_ Due Date \_\_\_\_\_

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

Contact \_\_\_\_\_ County/Dept. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Billing Method

Bill Direct     Credit Card     EDIS

Contact \_\_\_\_\_ County/Dept. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name on Card \_\_\_\_\_ Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

### Shipping Method

Pick up     Ground     2-Day     Overnight

Contact \_\_\_\_\_ County/Dept. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Project Information

Item #	Materials Used		Totals
1600	36" Retractable Stand	_____ @ \$ 100.00	_____
1601	Replace banner	_____ @ \$ 20.00	_____
P	Shipping and Handling	_____ @ \$ _____	_____
	Other _____	_____ @ \$ _____	_____
	Other _____	_____ @ \$ _____	_____
	Other _____	_____ @ \$ _____	_____

**TOTAL \$** \_\_\_\_\_

Banner received by bookstore \_\_\_\_\_ Date \_\_\_\_\_

Banner received by graphics \_\_\_\_\_ Date \_\_\_\_\_

Completed Banner Picked Up/Sent by \_\_\_\_\_ Date \_\_\_\_\_