

**SHIPPING ADDRESS:**  
2701 W. Mason St.  
Green Bay, WI 54303  
920-494-4006 Ext. 5622  
Fax 920-496-7896



**MAILING ADDRESS:**  
P.O. Box 365  
Oneida, WI 54155

A good mind. A good heart. A strong fire.

# ONEIDA PRINTING PROJECT ORDER FORM

**RESET FORM**

*Please fill in completely*

Name: \_\_\_\_\_ Dept: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Finished Size: \_\_\_\_\_ Stock: \_\_\_\_\_ Ink Colors: \_\_\_\_\_  
Quantity: \_\_\_\_\_ Date Due: \_\_\_\_\_ *(Allow 7-10 working days upon approval of proof.)*  **RUSH!**  
\* P.O. #: \_\_\_\_\_  \* I.T. attached \* *Required to place order.*  
Delivery location if different from above: \_\_\_\_\_

*Please fill in completely*

## PRINTING PROJECT

**EXACT REORDER** 3.  Special Instructions:  
1. Attach a copy of the project *(fax, interoffice, or email)*  
2. Project Name:

**REORDER** *(with revisions)* 4.  Special Instructions:  
1. Attach a copy of the project with revisions noted  
*(fax, interoffice, or email)*  
2. Project Name:  
3. Proof needed?    Yes    No


**NEW ORDER** 5.  Special Instructions:  
1. Attach a copy of the project *(fax, interoffice, or email)*  
2. Project Name:  
3. Proof needed?    Yes    No  
4. Artwork Supplied \_\_\_\_\_  
 Disk \_\_\_\_\_  
 Camera Ready Art \_\_\_\_\_  
 Emailed File: *Filename* = \_\_\_\_\_

**To submit form:** After filling in form > file > save as > send as email attachment to [printing@oneidanation.org](mailto:printing@oneidanation.org)

## ADDITIONAL SPECIAL INSTRUCTIONS:

## NEW STANDARD BUSINESS CARD OPTIONS

### front

	<b>Name Here</b> Job Title Here emailhere@oneidanation.org
<b>DEPARTMENT ACRONYM</b> Department Name	
<b>office</b> 000.000.0000 <b>cell</b> 000.000.0000 <b>fax</b> 000.000.0000	
Physical Location Here City Name, WI Zipcode oneida-nsn.gov	

### OPTION 1-back

A good mind. A good heart. A strong fire.

### OPTION 2-back

**Onlyote? a·ka**  
People of the Standing Stone