

Order Form for Instant Postcards

To order Instant Postcards, print and complete the form below and either fax to 480.965.9667 or copy/complete and attach to an email and send to mailasu@asu.edu.

Please call Maureen King 480.965.9820 or Linda Augustine 480.965.6522 to let them know you have placed an order or if you have questions/need assistance in filling out the form. An account will be established (for new customers) and cards deposited within 24 hours of receipt of the order and you will be notified when they have been deposited into your account.

Number of Cards Ordered _____postcards

Size of cards _____ @ \$ _____ each Total Purchase Amount \$ _____

(For pricing, see our website at http://uabf.asu.edu/mail_postcards.)

Requester Name _____

Department Name _____ Mail Code _____

Requester E-mail _____

Phone # _____ Purchase Order # or Agency/Org _____

Authorized Agency/Org Signer Signature _____

(Required if agency/org is used)

ASU Email address for card deposit _____

(This email address will be the method of accessing your department cards)

Department Address _____

City _____ State _____ Zip Code _____

(This address will be used to set up your account and appear as your return address on the cards. It can be changed once your account is set up.)