

Thank You Card Information Form

Please type your information into the fields below. E-mail the completed form to PrintingOrders@umc.edu to place your order.

This form must be accompanied by a Work Order—Printing form.

Refer to the *Customer Guide* at umc.edu/printing for explanation of the styles and options available.

① Select which brand should be printed on the Thank You card.



② Type the following information under the headings listed below on the Work Order—Printing

1. **DESCRIPTION:** Thank You Card
2. **COLOR OF PAPER:** White
3. **PAPER STOCK:** 100 lb. silk cover
4. **FINISHED SIZE:** 6.125" X 9.25"
5. **INK COLOR:** Children's Healthcare cards are 4 color. All others are black and UMMC blue.
6. **OTHER:** Print both sides