



ORDER INFORMATION

for **INTER-DEPARTMENTAL BILLING**
or **ACCOUNTS RECEIVABLE**

we cannot begin your order until this is complete

📞 701.231.7573

✉️ ndsudesignandsign@ndsud.edu

🖥️ ndsud.edu/mu/services/design_and_sign

CUSTOMER INFORMATION

Project Name:

Customer Name:

Contact Info (email or phone):

DEPARTMENT BILLING INFORMATION

Department #

Fund #

Project # (Optional)

Program # (Optional)

OR Accounts Receivable #

Dept./Org Name (no acronyms):

Building Name and Room # (to send the IDB):

PROJECT DESCRIPTION

Tell us about your project - size, quantity, paper type, etc.

* Please allow a 24 hour turn around for printing orders and 2-4 days or more for projects that require design