



# ORDER INFORMATION

for **INTER-DEPARTMENTAL BILLING**  
*we cannot begin your order until this is complete*

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## CUSTOMER INFORMATION

Project Name:

\*Customer Name:

\*Contact Info (email or phone):

## DEPARTMENT BILLING INFORMATION

\*Department #:

\*Fund #:

Project # (Optional):

Program # (Optional):

\*Department Name **(no acronyms)**:

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

## PROJECT DESCRIPTION

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

**\* Required**

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