

OU Event Ticket Order Form

This form is for the standard tear-off type numbered ticket provided by the Printing Services. Please fill in every field and write legibly. Ticket proofs will be sent to the e-mail address below. **YOU MUST SUPPLY AN E-MAIL.** Tickets are printed on white gloss coverstock with gold accents at the ends. Mail this form to Printing Services, Room 16, PSS Building or fax this form to (248) 370-4544. Typical time to complete your tickets is 2 days. If you have special requests or require verbiage change, please visit our office for further assistance. Tickets are held for pickup when done. **See tickets prices on the back of this form. Orders for less than 101 tickets will have a \$10.00 surcharge added. Special additions or major changes from the template below will increase the price.**

FRONT

No. XXXX	Presenters Event Goes Here Day, Month Date, 2008 Time PM Place Student: \$ Faculty/Staff: \$ Guest w/OU Student: \$	Presenter Logo or Org. Name Goes Here <div style="float: right; text-align: right;"> Student: \$ Faculty/Staff: \$ Guest w/OU Student: \$ </div> <p style="text-align: center;"><i>Presents...</i></p> <h2 style="text-align: center;">Event Goes Here</h2> <p style="text-align: center;">Day, Month Date, Year Time PM/AM Place - Oakland University</p>	No. XXXX
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BACK

<p style="text-align: center;">Oakland University, The Center for Student Activities, and/or the sponsoring organization(s) are not responsible for lost, stolen or missing tickets.</p> <p style="text-align: center;">Refunds will only be given if the event is cancelled.</p>	
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Organization Name: _____

Event Name: _____

Day, Month, Date: _____ Time: _____ AM or PM

Event Location: _____

Ticket Pricing: OU Student: _____ OU Faculty/Staff: _____ General Public: _____

Ticket Quantity: _____ Due Date: _____

Contact Name: _____ Email: _____

Acct#: _____ Phone: _____ Room/Bldg.: _____

Event Ticket Printing Pricing

Orders for less than 101 tickets will have a \$10.00 surcharge added.

Special additions or major changes from the design template will increase the price.

Per Ticket Pricing

1-100 tickets .375 per ticket + \$10.00 Surcharge

101-300 tickets .14 per ticket

301-600 tickets .11 per ticket

601-1000 tickets .105 per ticket

Orders for more than 1000 tickets must be quoted by Printing Services.