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.**

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**FRONT**

No.: XXX

Presenters

Event Goes Here

Presents...

Event Goes Here

Day, Month Date, Year

Time PM/AM

Place - Oakland University

Student: $

Faculty/Staff: $

Guest w/OU Student: $

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**BACK**

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.: __________________________________________________________________

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Oakland University, The Center for Student Activities, and/or the sponsoring organization(s) are not responsible for lost, stolen or missing tickets.

Refunds will only be given if the event is cancelled.
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 that 1000 tickets must be quoted by Printing Services.