



University of Massachusetts, Amherst
One Campus Center Way
Amherst, MA 01003
(413) 545-2619
umassstore@umass.edu

SPECIAL ORDER REQUEST FORM

Please use this form to request a quote for special order products for departmental purchases. Note that filling out this form does **NOT** mean your department will be charged. Completion of this form will result in our buying team contacting you with additional questions and/or options for your purchase.

DEPARTMENT/REQUESTOR INFORMATION

Department Name

Today's Date (MM/DD/YYYY)

Need-By Date (MM/DD/YYYY)

Requestor's Name

Requestor's Email Address

Requestor's Primary Phone

Requestor's Office Address

Payment Method

Order Type

☐ Speed Type ☐ University PO

☐ Give-away

☐ Pro-Card

☐ Resale

☐ Other: _____

ITEM INFORMATION

Product (i.e. short-sleeve shirt, fleece sweatshirt, baseball cap, water bottle, decal, etc.)

Preferred Price Point

Color Desired (i.e. maroon, black, white, grey, etc.)

Quantity Needed

Logo/Imprint Desired (please also attach a file of the logo to your email if possible)

of Logo Imprint Colors

Choose Desired Delivery Method

☐ Store Pick-Up

☐ Campus Delivery (please specify address)

☐ Shipment to Individual Recipients (additional fees apply)

Campus Delivery Address Information

Contact: _____

Office/Room Number: _____

Building: _____

Contact Phone: _____

Contact Email: _____

ADDITIONAL NOTES (IF ANY)