PRINTING SERVICES' STATIONERY ORDER

☐ WAITING
☐ CALL WHEN DONE
☐ QUOTE
☐ SPOKE

OFFICE/DEPARTMENT

SUBMITTED BY

NAME OF JOB

☐ ENVELOPES

☐ 1 / 2-COLOR #10 ENVELOPES
☐ 1 / 2-COLOR #9 ENVELOPES
☐ 1 / 2-COLOR #10 WINDOW ENVELOPES
☐ 1 / 2-COLOR #9 WINDOW ENVELOPES

PLEASE PRINT ALL INFORMATION CLEARLY

1. Your Department's Name (e.g., Central Warehouse, Academic Affairs, etc.) along with a Budget Code Number (needed by the Campus Post Office)

2. These 2 lines remain constant, but you can add a Suite # & a Zip Code suffix (e.g., Suite 520, 0800, etc.)

3. If this is a Business Reply Envelope, indicate Name of Addressee or Name of Department

4. If this is a Business Reply Envelope, indicate the Street Address, City, State & Zip Code

☐ COMMENTS

☐ LETTERHEAD

PLEASE PRINT ALL INFORMATION CLEARLY

1. Your Department's Name (e.g., Central Warehouse, Academic Affairs, etc.)

2. This line remains constant, but you can add a Suite # & a Zip Code suffix (e.g., Suite 310, 0804, etc.)

3. Your Department's Telephone & Fax Numbers

☐ COMMENTS