

# Stationery Order Form

**Please Print**

Name: _____		Email: _____
Department: _____		Phone: _____
Today's Date: _____	Needed By: _____	Account Number: _____

**Delivery Information**

Attention To: _____	Ext. _____
Location: (Building & Room Number) _____	
Special Delivery Instruction: _____	

<i>Item (please include sample)</i>	<i>Quantity</i>	<i>Minimum Order:</i>
Letterhead 8 1/2 x 11		500/ream or 5,000/case
Envelopes 4 1/8 x 9 1/2		500/box or 2,500/case
#9 Business Reply Envelopes 3 7/8 x 8 7/8		500/box
6 x 9 Booklet Envelopes		500/box
9 1/2 x 12 5/8 Booklet Envelopes		500/box
Special Order (Please send a sample)		

**Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***To use this form, save to your desktop and open in Acrobat.***

**Important**

- Please be sure to include the "Needed By" Date.
- Please send or email a sample
- Electronic proof will be sent for your approval prior to printing.

**Return to:**

Renee' Byrd ● Printing Services, MSC 210  
[printjobs@up.edu](mailto:printjobs@up.edu) ● 503.943.8115