

## STATIONERY ORDER FORM

Please fill out this order form (**legibly**) and send it with your samples to **printing@uh.edu** or through inter-office mail to **Copy, Print Services** (Mail Code 1002). Complete contact information is necessary for timely processing of your order. Please print. **Requests for proofs on stationery will incur an additional fee of \$5.00 per item.**

Please note: in text submissions, abbreviations and symbols (bldg., Prof., &, ...) will be spelled out unless specifically requested. For more details, go to [uh.edu/af-university-services/printing-and-postal/stationery/](http://uh.edu/af-university-services/printing-and-postal/stationery/).

COLLEGE OR DEPT.: ..... COST CENTER/SPEEDTYPE: .....

CONTACT NAME: ..... PHONE: ..... FAX: .....

EMAIL: ..... DELIVER TO: Building..... Room.....

CERTIFYING AUTHORITY NAME AND SIGNATURE: .....

**BUSINESS CARDS**

Qty.	Name	Back (optional)	PDF	Qty.	Name	Back (optional)	PDF
		<input type="checkbox"/> appt. date/time	<input type="checkbox"/>			<input type="checkbox"/> appt. date/time	<input type="checkbox"/>
		<input type="checkbox"/> appt. date/time	<input type="checkbox"/>			<input type="checkbox"/> appt. date/time	<input type="checkbox"/>
		<input type="checkbox"/> appt. date/time	<input type="checkbox"/>			<input type="checkbox"/> appt. date/time	<input type="checkbox"/>

**LETTERHEAD**

Qty.	College or Department	Size	Ink Color(s)	PDF
		<input type="checkbox"/> letter <input type="checkbox"/> monarch	<input type="checkbox"/> standard (grey/red) <input type="checkbox"/> black	<input type="checkbox"/>
		<input type="checkbox"/> letter <input type="checkbox"/> monarch	<input type="checkbox"/> standard (grey/red) <input type="checkbox"/> black	<input type="checkbox"/>

**ENVELOPES**

Qty.	Departmental Mail Code (DMC) <small>Business Unit+Speedtype, Example: 0073012345</small>	Size	Style	Ink Color(s)	PDF
			<input type="checkbox"/> Regular <input type="checkbox"/> Window <input type="checkbox"/> Prints on flap	<input type="checkbox"/> standard (grey/red) <input type="checkbox"/> black	<input type="checkbox"/>
			<input type="checkbox"/> Regular <input type="checkbox"/> Window <input type="checkbox"/> Prints on flap	<input type="checkbox"/> standard (grey/red) <input type="checkbox"/> black	<input type="checkbox"/>

**NOTEPADS/BUCKSLIPS (4¼ x 5½, 4¼ x 7, 5½ x 8½)**

Qty.	Department or Name	Size	Padding	Paper Color	Ink Color(s)	PDF
			<input type="checkbox"/> Loose Sheets <input type="checkbox"/> Padded		<input type="checkbox"/> standard (grey/red) <input type="checkbox"/> black	<input type="checkbox"/>
			<input type="checkbox"/> Loose Sheets <input type="checkbox"/> Padded		<input type="checkbox"/> standard (grey/red) <input type="checkbox"/> black	<input type="checkbox"/>

**MAILING LABELS (5 x 4)**

Qty.	College or Department	Departmental Mail Code (DMC) <small>Business Unit+Speedtype, Example: 0073012345</small>	Ink Colors	PDF
			<input type="checkbox"/> standard (grey/red) <input type="checkbox"/> black	<input type="checkbox"/>
			<input type="checkbox"/> standard (grey/red) <input type="checkbox"/> black	<input type="checkbox"/>

**MISCELLANEOUS ITEMS (FOR EXAMPLE: CAMPUS MAP PADS, FOLDERS, NCR, etc.)**

Qty.	Item Description	Qty.	Item Description