

Sacramento State Letterhead Options

Please submit a Reprographics Work Order with this form to request your letterhead.



Option #1



Option #2



Option #3



Option #4

OPTION #1 & 2: Three Color Letterhead

PMS 343, PMS 4515 and Black ink on 60# Cougar Opaque

OPTION #3 & 4: One Color Letterhead

PMS 343 ink on 60# Cougar Opaque

Quantity	1 color	3 color
500	\$110.00	\$125.00
1000	\$135.00	\$185.00
1500	\$170.00	\$245.00
2000	\$195.00	\$315.00
2500	\$220.00	\$385.00
3000	\$245.00	\$445.00
4000	\$300.00	\$570.00
5000	\$345.00	\$695.00

Second sheet letterhead is available. It prints with just the footer information. Please call for pricing.

There is an additional one-time setup fee of \$13.50 per order. This fee will not be charged for re-prints of the same item.

Your Letterhead Choices (check option AND quantity)

Option

#1 #2 #3 #4

Quantity

500 1000 _____

Please send proof before printing - \$5.00 fee

Your Letterhead Information

Department: _____

Address: _____

Building and Room #: _____

City/State/Zip with Mail stop extension _____

Phone: _____ FAX: _____

Web: _____