



# Stationery Order Form

Office/Department Name (please choose leading statement and list how it is to appear on stationery):

Office of \_\_\_\_\_

Department of \_\_\_\_\_

Office/Department Phone: 217.245. \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

The following address standards are used on all Illinois College stationery packages:

1101 West College Avenue  
Jacksonville, Illinois 62650      [www.ic.edu](http://www.ic.edu)

Please order the following:

Letterhead                      Quantity (in increments of 500) \_\_\_\_\_

Envelopes

    #10 Envelopes                      Quantity \_\_\_\_\_

    #9 Return Envelopes              Quantity \_\_\_\_\_

    #9 Business Reply Envelopes      Quantity \_\_\_\_\_

    6x9 Booklet Envelopes              Quantity \_\_\_\_\_

    9x12 Large Envelopes              Quantity \_\_\_\_\_

    Other \_\_\_\_\_                      Quantity \_\_\_\_\_

Please charge the following departmental account to purchase stationery:

(Orders exceeding \$1,000 require a purchase order.)

Account Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_

Forward completed form to:

Office of Marketing and Communication  
232 Park Street