CREATIVE SERVICES: **ENVELOPE ORDER**

It is preferred that you email your orders.
Download this form, fill out the fields & send to **efrock@uno.edu**
Office 280-6829 | Fax 280-7160 | Mail AD 103

Department_____

Department Contact _____ Email:_____

Speedtype number_____ or Foundation Number_____

Date order sent to Creative Services_____ Date requested _____
Orders take 2-4 weeks

Include sample, if available; mark any corrections or changes

Quantity (500 minimum order)_____

Color ink: ☐ Black ☐ UNO Blue

Envelope Size: ☐ #10 regular ☐ #10 window ☐ 9 x 12" Catalog ☐ Other_____

Type of paper*: ☐ Smooth white ☐ Textured white (textured finish avail in reg #10 only) ☐ Manila (price may vary)

*If you are unsure of the type of paper or size envelope, please send a copy of old envelope through campus mail with this order form.

PRICES FOR FY 2014/2015*

#10 regular envelopes			#10 Classic Laid			#10 window envelopes			9 x 12" catalog envelopes		
Quantity	black ink	blue ink	Quantity	black ink	blue ink	Quantity	black ink	blue ink	Quantity	black ink	blue ink
500	$41.00	$50.00	500	$74.00	$81.00	500	$41.00	$54.00	500	$69.00	$82.00
1000	$59.00	$67.00	1000	$115.00	$122.00	1000	$60.00	$70.00	1000	$111.00	$124.00
2500	$108.00	$116.00	2500	$249.00	$253.00	2500	$110.00	$122.00	2500	$228.00	$238.00

*Other sizes, paper styles and quantities available upon request

THE UNIVERSITY of NEW ORLEANS
OFFICE OF THE PRESIDENT
2000 Lakeshore Drive
New Orleans, Louisiana 70148