

UNIVERSITY of HOUSTON

STATIONERY ORDER FORM

Printing Services Use:

JOB #

S-.....

Please fill out this order form and send it with your samples through interoffice mail to Printing Services (Mail Code 1003) or fax to 713-743-5910. 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.

COLLEGE OR DEPARTMENT:

CONTACT NAME: PHONE: FAX:

EMAIL (OPTIONAL): DELIVER TO:
Room Building

LETTERHEAD (View samples at www.uh.edu/postal/pricelist.htm)

Quantity	College or Department	Version	Option	Size	Ink Color(s)
		<input type="checkbox"/> V1 <input type="checkbox"/> V2	<input type="checkbox"/> Tier One <input type="checkbox"/> Pride <input type="checkbox"/> None		<input type="checkbox"/> Black/red <input type="checkbox"/> Black <input type="checkbox"/> Other:
		<input type="checkbox"/> V1 <input type="checkbox"/> V2	<input type="checkbox"/> Tier One <input type="checkbox"/> Pride <input type="checkbox"/> None		<input type="checkbox"/> Black/red <input type="checkbox"/> Black <input type="checkbox"/> Other:

ENVELOPES (View samples at www.uh.edu/postal/pricelist.htm)

Quantity	DMC (Departmental Mail Code) <i>Business Unit+Speedtype, Example: 0073012345</i>	Size	Option	Style	Ink Color(s)
			<input type="checkbox"/> Tier One <input type="checkbox"/> Pride <input type="checkbox"/> None	<input type="checkbox"/> Regular <input type="checkbox"/> Window <input type="checkbox"/> Prints on flap	<input type="checkbox"/> Black/Red <input type="checkbox"/> Black <input type="checkbox"/> Other:
			<input type="checkbox"/> Tier One <input type="checkbox"/> Pride <input type="checkbox"/> None	<input type="checkbox"/> Regular <input type="checkbox"/> Window <input type="checkbox"/> Prints on flap	<input type="checkbox"/> Black/Red <input type="checkbox"/> Black <input type="checkbox"/> Other:

BUSINESS CARDS (View samples at www.uh.edu/postal/pricelist.htm)

Quantity	Name	Version	Back	Quantity	Name	Version	Back
		<input type="checkbox"/> V1 <input type="checkbox"/> V2	<input type="checkbox"/> White <input type="checkbox"/> Tier One <input type="checkbox"/> Other			<input type="checkbox"/> V1 <input type="checkbox"/> V2	<input type="checkbox"/> White <input type="checkbox"/> Tier One <input type="checkbox"/> Other
		<input type="checkbox"/> V1 <input type="checkbox"/> V2	<input type="checkbox"/> White <input type="checkbox"/> Tier One <input type="checkbox"/> Other			<input type="checkbox"/> V1 <input type="checkbox"/> V2	<input type="checkbox"/> White <input type="checkbox"/> Tier One <input type="checkbox"/> Other
		<input type="checkbox"/> V1 <input type="checkbox"/> V2	<input type="checkbox"/> White <input type="checkbox"/> Tier One <input type="checkbox"/> Other			<input type="checkbox"/> V1 <input type="checkbox"/> V2	<input type="checkbox"/> White <input type="checkbox"/> Tier One <input type="checkbox"/> Other

NOTEPADS/BUCKSLIPS (4.25 x 5.5 – 4.25 x 7 – 5.5 x 8.5)

Quantity	Department or Name	Size	Padding	Paper Color	Ink Color(s)
			<input type="checkbox"/> Loose Sheets <input type="checkbox"/> Padded		<input type="checkbox"/> Black/Red <input type="checkbox"/> Black
			<input type="checkbox"/> Loose Sheets <input type="checkbox"/> Padded		<input type="checkbox"/> Black/Red <input type="checkbox"/> Black

MAILING LABELS (5 x 4)

Quantity	College or Department	Departmental Mail Code <i>Business Unit+Speedtype, Example: 0073012345</i>	Ink Colors
			<input type="checkbox"/> Black/Red <input type="checkbox"/> Black

PREPRINTED FORMS/NCR

Quantity	Item Description	Quantity	Item Description