

# STATIONERY REQUEST FORM

## OFFICE USE ONLY

Job Number: \_\_\_\_\_

Entered by: \_\_\_\_\_

CUSTOMER

Please complete this entire form.  
Incomplete information will delay order.

Ordered by: \_\_\_\_\_ Phone: \_\_\_\_\_

Department name: \_\_\_\_\_ Account #: \_\_\_\_\_

Examples of each stationery product are listed on the following pages.

CREATE ORDER

Item	Generic	Departmental	Personal	Select Size	Quantity
Letterhead	<input type="checkbox"/>	<input type="checkbox"/>	-	8.5" x 11" Monarch	_____
Envelope	<input type="checkbox"/>	<input type="checkbox"/>	-	#10, #9 BRE, Monarch, A2, A6, A7, #1 Catalogue	_____
Business Cards	-	<input type="checkbox"/>	<input type="checkbox"/>	3.5" x 2"	_____
Note Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat Folded	_____
Notepads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.5" x 8.5"	_____
Mailing Labels	<input type="checkbox"/>	<input type="checkbox"/>	-	5" x 3.5" 4" x 3.43"	_____
Paper Name Tags	-	-	<input type="checkbox"/>	3.5" x 2.25"	_____
Metal Name Tags	-	-	<input type="checkbox"/>	3" x 1.25"	_____
Fax Cover Sheet	<input type="checkbox"/>	-	-	8.5" x 11"	_____
Campus Map	<input type="checkbox"/>	-	-	8.5" x 11"	_____
Folders	<input type="checkbox"/>	<input type="checkbox"/>	-	(fits 8.5" x 11")	_____
Resume Pack	-	-	-	varying	_____

## IMPORTANT

To order personalized or departmental stationery you must provide the following information:

Dept. Name: \_\_\_\_\_

### For personal stationery:

Your Name: \_\_\_\_\_

Your Title: \_\_\_\_\_

### TIP

Larger quantities yield lower prices per sheet.

We suggest considering the needs of your department twice a year.

# GORDON COLLEGE STATIONERY

The following pieces of stationery are available to order from the Design Center:

Letterhead

Envelopes

Business Cards

Note Cards

Note Sheet/Pad

Mailing Labels

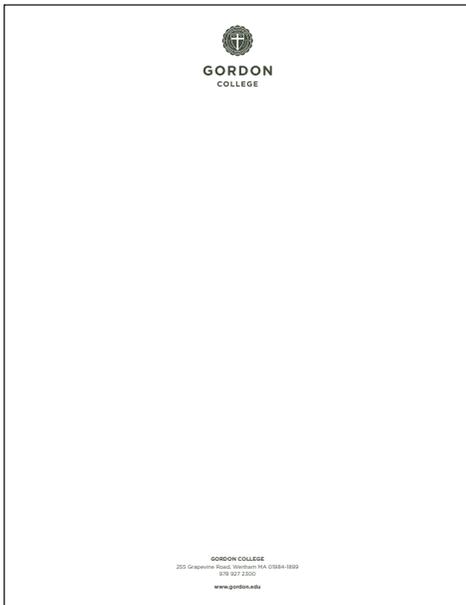
Fax Cover Sheets

Campus Map

Name Tags

*Please Note: Images show placement of stationary graphics but are not to scale.*

## LETTERHEAD



## ENVELOPES



## BUSINESS CARDS



## NOTEPADS



## NOTE CARDS



## MAILING LABELS



## PAPER NAMETAGS

NAME



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## METAL NAMETAGS

NAME

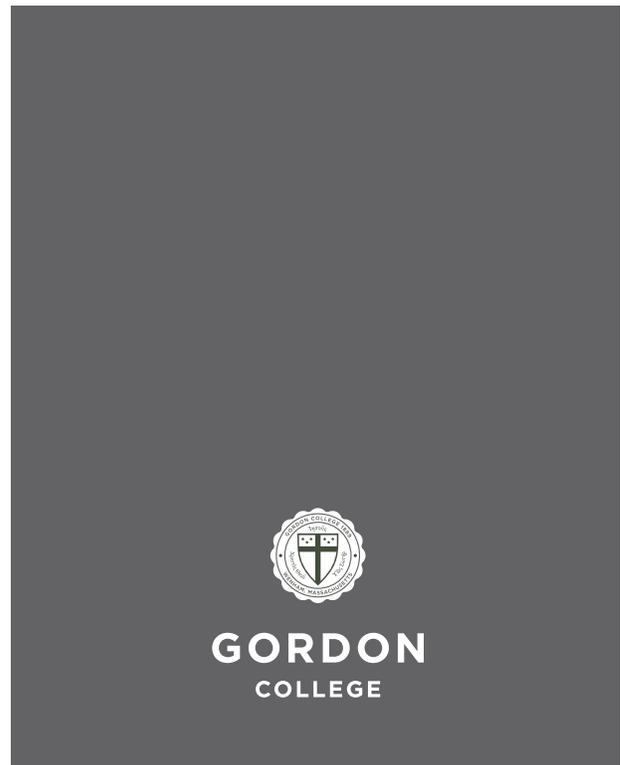
Title

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## RESUME PACKS

Include 10 pieces of resume paper and 5 envelopes.

## FOLDERS



## FAX COVER SHEET



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**FAX**

To \_\_\_\_\_ From \_\_\_\_\_  
 Company \_\_\_\_\_ Our Fax Number \_\_\_\_\_  
 Date \_\_\_\_\_ Number of pages (including cover) \_\_\_\_\_

**SUBJECT** \_\_\_\_\_

Urgent  Please Reply  Please comment  For Review  Please Recycle  \_\_\_\_\_

NOTES

GORDON COLLEGE  
 255 Grapevine Road, Warham MA 01984-3899  
[www.gordon.edu](http://www.gordon.edu)

## CAMPUS MAP

