



ILLINOIS WESLEYAN
UNIVERSITY

Matt Kurz, Vice President for Communications

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Example: finished size is 5.5 x 8.5

Please print information on the form
EXACTLY as you wish it to be printed (i.e.,
capitals and lower case, accent marks etc.)

Items already filled in will remain constant
on all IWU Note sheets and Note pads.

IWU 5.5 bar envelopes are pre-printed with
the IWU Seal Logo and return address.

IWU PERSONALIZED NOTE PAD/ NOTE PAPER PACKAGE ORDER FORM

IWU Note paper is printed in Black ink on white 100% recycled white writing paper and comes with pre-printed IWU white envelopes for your convenience. IWU Note Pads are printed on 20# white paper.

To keep University costs to a minimum IWU personalized note paper/pads are printed throughout the year when enough requests have come through. Turnaround time varies.

Department: _____ Date submitted: _____
MUST CORRESPOND TO BUDGET CODE BELOW

Budget Code: _____
INDEX FUND ORG. ACCOUNT PROGRAM

Requested by: _____ Package #: _____

Package #1
1,000–\$90.00

200 personalized IWU Note Paper
Sheets on PC100 100% recycled white
writing paper and 200 envelopes; 16
pads (50 sheets each) 20# white paper

Package #2
500–\$50.00

100 personalized IWU Note Paper
Sheets on PC100 100% recycled white
writing paper and 100 envelopes; 8
pads (50 sheets each) 20# white paper

Package #3
500–\$20.00

10 pads (50 sheets each) 20# white
paper printed on the xerox

NAME: _____

TITLE: _____

E-MAIL: _____

PHONE/FAX NUMBERS: (309) 556 - _ _ _ _ fax: (309) 556 - _ _ _ _

OR IF APPLICABLE, 800 AND/OR CEL (309) 800 - _ _ _ - _ _ _ _ CEL (_ _ _) - _ _ _ - _ _ _ _

IWU WEB ADDRESS: WWW.IWU.EDU

OFFICE LOCATION (OPTIONAL) _____

STREET ADDRESS : 1312 PARK ST. OR YOUR BUILDING ADDRESS _____

2ND ADDRESS: P.O. Box 2900—Bloomington, IL 61702-2900