Copy, Print and Delivery Services
Division of Administration & Finance

STATIONERY ORDER FORM

ORDER DATE: _____

Please fill out this order form (**legibly**) and send it with your samples to **printing@uh.edu** or through inter-office mail to **Copy and Print Services** (Mail Code 1002). Complete contact information is necessary for timely processing of your order. Please print.

Requests for proofs on stationery (select PDF below) will incur an additional fee of $5.00 per item.

Please note: in text submissions, abbreviations and symbols (bldg., Prof., &, …) will be spelled out unless specifically requested. For more details, go to uh.edu/af-university-services/printing-and-postal/stationery/.

COLLEGE OR DEPT.: _____   COST CENTER/SPEEDTYPE: _____

CONTACT NAME: _____   PHONE: _____   FAX: _____

EMAIL: _____   DELIVER TO: *Building*_____ *Room*_____

CERTIFYING AUTHORITY NAME AND SIGNATURE: _____

BUSINESS CARDS   ☐ PDF proof requested for the set

Qty.	Name	Back (optional)*	Qty.	Name	Back (optional)
		☐ logo ☐ appt.			☐ logo ☐ appt.
		☐ logo ☐ appt.			☐ logo ☐ appt.
		☐ logo ☐ appt.			☐ logo ☐ appt.
		☐ logo ☐ appt.			☐ logo ☐ appt.

*Optional back to business card *(no other options approved)***:
 (printed back will incur an extra cost – see price list)

☐ primary or secondary college/department logo (sample required)
☐ appointment, date and time (on a white back only)

LETTERHEAD

Qty.	College or Department	Size	Ink Color(s)	PDF
		☐ letter ☐ monarch	☐ standard (grey/red) ☐ black	☐

ENVELOPES

Qty.	Departmental Mail Code (DMC) *Business Unit+Speedtype, Example: 0073012345*	Size	Style	Ink Color(s)	PDF
			☐ Regular ☐ Window ☐ Prints on flap	☐ standard (grey/red) ☐ black	☐

NOTEPADS/BUCKSLIPS *(4¼ x 5½, 4¼ x 7, 5½ x 8½)*

Qty.	Department or Name	Size	Padding	Paper Color	Ink Color(s)	PDF
			☐ Loose Sheets ☐ Padded		☐ standard (grey/red) ☐ black	☐

MAILING LABELS *(5 x 4)*

Qty.	College or Department	Departmental Mail Code (DMC) *Business Unit+Speedtype, Example: 0073012345*	Ink Colors	PDF
			☐ standard (grey/red) ☐ black	☐

MISCELLANEOUS ITEMS *(FOR EXAMPLE: CAMPUS MAP PADS, FOLDERS, NCR, etc.)*

Qty.	Item Description	Qty.	Item Description