



# Clayton State University Stationery Request Form

Library Room L-117 Ext. 4377

<i>Date</i>	<i>Date Received (office use only)</i>
<i>Contact Person</i>	<i>Phone Ext.</i>
<i>Department</i>	<i>Dept. Id # (or speedtype #)</i>
Please indicate building where your department is located: _____	

### Printing Information

Required:

Department name to appear under logo	
Telephone Number	Fax Number
Departmental Email address	

Official Clayton State University Stationery is only available for purchase through Media & Printing Services. Official stationery is printed with special PMS blue and/or orange colors on 24# Soft White Strathmore paper with matching envelopes. Stationery is customized with your department name, and telephone and fax numbers. This form can be found on Media & Printing Services website: <http://admins-services.clayton.edu/media/>  
Additional Image Council information regarding official Clayton State University printing guidelines can be found at: <http://admins-services.clayton.edu/imagebook/>

### Letterhead Request

Required only if requesting letterhead:

Options	Choose One	First 1,000	Each Add'l 1,000
<b>Formal</b>			
<input type="checkbox"/>	Two Color Ink (blue & orange) Soft White Paper w/official digital watermark	\$148.15	\$84.07
<b>Standard</b>			
<input type="checkbox"/>	One Color Ink (Blue) Soft white Paper w/official digital watermark	\$118.15	\$84.07

**QUANTITY OF LETTERHEAD REQUESTED:** \_\_\_\_\_  
(Minimum order of 1000 Required)

### Blank Second Sheets (per ream)

Required only if requesting blank second sheets:

<input type="checkbox"/>	Soft white Paper w/official digital watermark 500 sheets per ream	\$29.00
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**NUMBER OF REAMS REQUESTED:** \_\_\_\_\_

### Envelope Request

Required only if requesting envelopes:

Options	Choose One	First 1,000	Each add'l 1,000
<b>Formal</b>			
<input type="checkbox"/>	Two Color Ink (blue & orange) #10 Official Soft white Envelopes	\$131.45	\$91.45
<b>Standard</b>			
<input type="checkbox"/>	One Color Ink (Blue) #10 Official Soft White Envelopes	\$106.45	\$91.45

(Please call for window envelopes pricing.)

**QUANTITY OF ENVELOPES REQUESTED:** \_\_\_\_\_