

## STATIONERY REQUEST FORM

Date in: \_\_\_\_\_

Date out: \_\_\_\_\_

Department: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Building and room number: \_\_\_\_\_

### Check below all that is needed:

### Quantity of each:

*Write in amounts if larger quantities are needed*

Business card

250    500    1000

Letterhead                       White    Cream

500    1000    1500

Envelope                       White    Cream

500    1000    1500

Envelope w/window            White    Cream

500    1000    1500

Envelope — Campus mail

500    1000    1500

Other — Note cards, etc.

Please write the details needed on your printed piece in the box to the right. Attach a second page of details if you are ordering multiple pieces. If this is a reprint, attach a copy for reference.

**\* Please note that all stationery and business cards will be formatted in accordance with Southeastern's branding initiative and graphic standards.**