



# STATIONERY ORDER FORM

DEPARTMENT: \_\_\_\_\_  
(or College of:)

DEPARTMENT: \_\_\_\_\_

PHONE: (203) \_\_\_\_\_  
(Please only include the phone number if you want it printed on the bottom of the letterhead)

FAX: (203) \_\_\_\_\_  
(Please only include the fax number if you want it printed on the bottom of the letterhead)

EMAIL: \_\_\_\_\_  
(Please only include the email address if you want it printed on the bottom of the letterhead)

**MINIMUM ORDER QUANTITIES: 1,000 PER ITEM - PLEASE INDICATE QUANTITY IN THOUSANDS**

LETTERHEAD 8 1/2" X 11": \_\_\_\_\_

#10 REGULAR ENVELOPES: \_\_\_\_\_

#10A WINDOW ENVELOPES: \_\_\_\_\_

6" X 9" ENVELOPES: \_\_\_\_\_

10" X 13" ENVELOPES: \_\_\_\_\_

MAILING LABELS: \_\_\_\_\_

#9 BRE: \_\_\_\_\_

ACCOUNT TO BE CHARGED: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BUDGET CONTROL: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE COMPLETE, RETURN TO PURCHASING AND ATTACH A COPY OF A SAMPLE, IF POSSIBLE.  
PLEASE USE THIS FORM ONLY FOR SPECIAL ORDERS, TO PRINT DEPARTMENT NAME ON THE STATIONARY.

**NOTE: ALL GENERIC STATIONARY SHOULD BE REQUESTED ON THE MATERIALS REQUISITION FORM.**