

Letterhead Order Form (Click [to see sample letterhead](#))

New Instructions: You must fill out this form and submit it online. Handwritten forms will not be accepted. Use a separate form for each order. After completing this form on screen, use the Load the Form button, then click the Review button. You may return to page 1, update the information, Load the Form again, and Review as needed. When your information is correct you may print the PDF, then click Submit.

Delivery: Your order will be delivered to your department by Campus Mail or Warehouse/Receiving. Direct-to-department delivery is available for a \$10 additional charge. A rush order, which includes direct-to-department

delivery, is an additional \$45. The vendor will send all invoices to Accounts Payable.

Deadline: Orders are run in batches, with a Tuesday noon cutoff for delivery the following Tuesday. Orders arriving after the deadline will go into the following week's order.

Accuracy counts: Letterhead will be printed directly from the text you submit. If you make a typographical error, your department will be charged for the order. No proofs will be provided.

ACCOUNTING DATA (all fields required)

Your name: _____ Your extension: _____

PSU Index Code: _____ Your email address: _____

Email address of person with Department Budget Approval (just one please): _____

Each order requires email confirmation from the budget authority or it will not be processed. Unapproved orders will be deleted after 30 days.

LETTERHEAD PRICES (see Delivery section for optional charges)

Quantity	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity	Price		
500	\$172	1,000	\$192	1,500	\$233	2,000	\$269	5,000	\$504	10,000	\$879

Blank second sheets: \$26 per 500 sheets

ORDERING INFORMATION

Quantity ordered: Letterhead 500 1,000 1,500 2,000 5,000 10,000 None
 Blank second sheets None 500 1,000 1,500 2,000

Delivery: Delivered to your department by Campus Mail or Warehouse/Receiving (included)
 \$10—Direct to Department delivery.
 \$45—Rush order, which is two working days and includes Direct to Department delivery

RETURN ADDRESS INFORMATION (Do not abbreviate, except SW, NE, etc. in street address):

Questions? See the example ([link here](#)). Required fields are marked with an asterisk (*). Spaces count as one character. Please do not use "all caps" except for recognized acronyms.

Section 1: College, school, and department name area (3 lines, 65 characters per line maximum)

*Line 1: Your school or college. Pick one from the pull-down menu. _____

Line 2: Your office or department's parent unit (optional) _____

*Line 3: Your office or department _____

Section 2: Address area (5 lines, 27 characters per line maximum) *PLEASE NOTE: if five lines are used see the special notice on REVIEW page.*

*Line 1: PO box number _____

*Line 2: City, State, Zip _____

Line 3: Room number and building _____

Line 4: Building (cont) or street address _____

Line 5: Additional line if needed only _____

Section 3: Electronic contacts (4 lines, 35 characters per line maximum)

Line 1: Phone number (seperate with hyphens, no parenthesis, include area code) _____

Line 2: Fax number (seperate with hyphens, no parenthesis, include area code) _____

Line 3: Departmental E-mail address _____

Line 4: Departmental Web address _____

Special Instructions



Portland State
UNIVERSITY