

# STATIONERY REQUEST FORM

OFFICE USE ONLY

Job Number: \_\_\_\_\_

Entered by: \_\_\_\_\_

CUSTOMER

Please complete this entire form.  
Incomplete information will delay order.

Ordered by: \_\_\_\_\_ Phone: \_\_\_\_\_

Department name: \_\_\_\_\_ Account #: \_\_\_\_\_

Examples of each stationery product are listed on the following pages.

CREATE ORDER

Item	Generic	Departmental	Personal	Select Size	Quantity
Letterhead	<input type="checkbox"/>	<input type="checkbox"/>	-	8.5" x 11" Monarch	_____
Envelope	<input type="checkbox"/>	<input type="checkbox"/>	-	#10, #9 BRE, Monarch, A2, A6, A7, #1 Catalogue	_____
Business Cards	-	<input type="checkbox"/>	<input type="checkbox"/>	3.5" x 2"	_____
Note Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat    Folded	_____
Notepads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.5" x 8.5"	_____
Mailing Labels	<input type="checkbox"/>	<input type="checkbox"/>	-	5" x 3.5"    4" x 3.43"	_____
Paper Name Tags	-	-	<input type="checkbox"/>	3.5" x 2.25"	_____
Metal Name Tags	-	-	<input type="checkbox"/>	3" x 1.25"	_____
Fax Cover Sheet	<input type="checkbox"/>	-	-	8.5" x 11"	_____
Campus Map	<input type="checkbox"/>	-	-	8.5" x 11"	_____
Folders	<input type="checkbox"/>	<input type="checkbox"/>	-	(fits 8.5" x 11")	_____
Resume Pack	-	-	-	varying	_____

IMPORTANT

To order personalized or departmental stationery you must provide the following information:

Dept. Name: \_\_\_\_\_

For personal stationery:

Your Name: \_\_\_\_\_

Your Title: \_\_\_\_\_

TIP

Larger quantities yield lower prices per sheet.

We suggest considering the needs of your department twice a year.

# GORDON COLLEGE STATIONERY

The following pieces of stationery are available to order from the Design Center:

- Letterhead

Envelopes

Business Cards

Note Cards

Note Sheet/Pad
- Mailing Labels

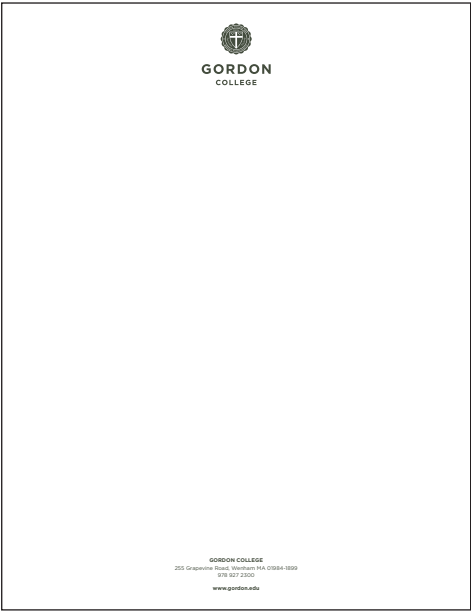
Fax Cover Sheets

Campus Map

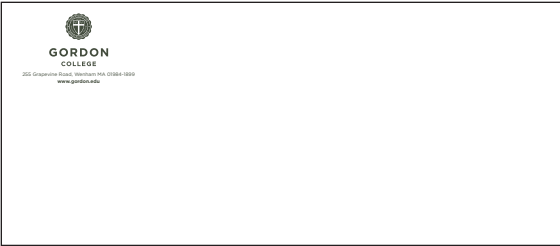
Name Tags

*Please Note: Images show placement of stationary graphics but are not to scale.*

## LETTERHEAD



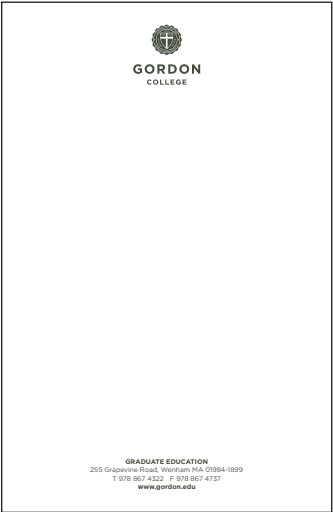
## ENVELOPES



## BUSINESS CARDS



## NOTEPADS



## NOTE CARDS



## MAILING LABELS



## PAPER NAMETAGS

NAME


  
**GORDON**
  
COLLEGE

## METAL NAMETAGS

NAME

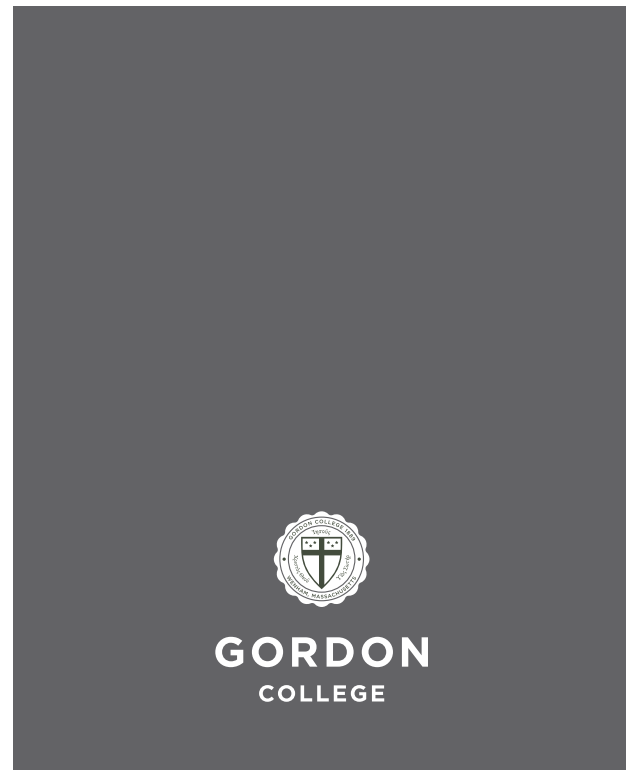
Title

GORDON COLLEGE


## RESUME PACKS

Include 10 pieces of resume paper and 5 envelopes.

## FOLDERS



## FAX COVER SHEET


  
**GORDON**
  
COLLEGE

FAX

To \_\_\_\_\_ From \_\_\_\_\_  
 Company \_\_\_\_\_ Our Fax Number \_\_\_\_\_  
 Date \_\_\_\_\_ Number of pages (including cover) \_\_\_\_\_

SUBJECT \_\_\_\_\_

☐ Urgent
 ☐ Please Reply
 ☐ Please comment
 ☐ For Review
 ☐ Please Recycle
 ☐ \_\_\_\_\_

NOTES

GORDON COLLEGE  
 255 Grapevine Road, Wrentham MA 01984-1899  
[www.gordon.edu](http://www.gordon.edu)

## CAMPUS MAP

