
Northern Stationery Order Form

Please use this form to order personal stationery items designed for your specific College department or organization.

A Purchase Requisition is not necessary for business cards, but you need to prepare one for letterhead and envelope orders. Please complete this form and deliver or email it to Northern's Communications & Marketing office (AD 128). Your order will be designed and produced in-house, and you will have an opportunity to proof and approve the job before it is sent to the printer. If you have any questions, please contact Sandy at 747.2191 or sandyk@nnmc.edu.

1. Fill out your contact information.

Requested by: _____

Date: _____

Phone: _____

Email: _____

3. Please write, in detail, the particular information you want on your stationery or cards, and fill in all blanks that apply.

Please write down *exactly how you want your contact info to appear*. If you are requesting an existing item to be re-done, please attach the original item.

Name & degree: _____

Title Line 1: _____

Title Line 2: _____

Department: _____

Organization: _____

Campus: _____

Phone: _____

Fax: _____

Email: _____

Mobile: _____

2. Check the item(s) you wish to order.

- Printed department letterhead
- Electronic department letterhead
[Word template with personalized header and footer]
- #10 business envelopes
- Windowed #10 envelopes
- Business cards: 3.5" x 2"
- Other (please describe):

Quantities & estimated prices

(Please note that prices are subject to change)

- Electronic letterhead (Word) . . . no charge.
- 100 business cards no charge.
- 500 2-color letterhead \$150.
- 500 2-color business envelopes . . . 125.
- 1000 2-color letterhead \$190.
- 1000 2-color business envelopes . . . 160.
- 2000 2-color letterhead \$265.
- 2000 2-color business envelopes . . . 240.
- 3000 2-color letterhead \$335.
- 3000 2-color business envelopes . . . 300.
- 5000 2-color letterhead \$448.
- 5000 2-color business envelopes . . . 440.
- Windowed envelopes Call x2191
- Other amounts Call x2191