

Dept. Requisition or PO # \_\_\_\_\_

KSPS Job # \_\_\_\_\_

# Letterhead Order



## CONTACT/BILLING INFORMATION

Name of college, dept, or unit \_\_\_\_\_

Person to look at proof \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

Deliver to \_\_\_\_\_ Pick Up \_\_\_\_\_

Approval Signature \_\_\_\_\_

## K-State Printing Services

Production Plant  
5980 Corporate Drive  
Phone: 532-6308 Fax: 532-7637  
Campus Office  
108 K-State Union  
Phone: 532-1526 Fax: 532-7303  
www.ksu.edu/printservices

Due Date \_\_\_\_\_

Previous job # \_\_\_\_\_

**Provide a copy of your old letterhead to be sure the correct information is printed**  
(with changes marked if needed), or type the new copy in provided space or on an additional page.

INK COLOR(S)	PAPER	SIZE	QUANTITY(# of sheets)
Black/Violet	25% rag bond, cockle finish	8 1/2 x 11	_____
Black/Violet	20# Sulphite bond	8 1/2 x 11	_____
Black	25% rag bond, cockle finish	8 1/2 x 11	_____
Black	20# Sulphite bond	8 1/2 x 11	_____
Black/Violet	25% rag bond, cockle finish	5 1/2 x 8 1/2	_____
Black/Violet	20# Sulphite bond	5 1/2 x 8 1/2	_____
Black	25% rag bond, cockle finish	5 1/2 x 8 1/2	_____
Black	20# Sulphite bond	5 1/2 x 8 1/2	_____
_____	_____	_____	_____

The same version of the logo should be printed on both the letterhead and #10 envelopes.  
Please indicate which logo you are using on your envelopes.

Signature only



Signature w/ Anderson Hall



Signature w/ Powercat



Other

White: KSPS  
Yellow: Customer