

CONTACT/BILLING INFORMATION

Purchase order or departmental requisition # _____ Today's date _____ Due date _____

Contact person _____ Telephone _____ Fax _____

Email _____ Previous job number or approximate date _____


Bill to (department and address) _____

Pick-up (24 Umberger Hall) Delivery or shipping address _____

Special instructions _____

Signature (please print also) _____

Envelope	Print colors	Size	Quantity
White #10 <input type="checkbox"/> Plain <input type="checkbox"/> Window	<input type="checkbox"/> Black/PMS 268 <input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	9½ × 4⅛	_____
White #9 <input type="checkbox"/> Plain <input type="checkbox"/> Window	<input type="checkbox"/> Black/PMS 268 <input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	8⅞ × 3⅞	_____
White #6¾ <input type="checkbox"/> Plain <input type="checkbox"/> Window	<input type="checkbox"/> Black/PMS 268 <input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	6½ × 3⅝	_____
White <input type="checkbox"/> Open End <input type="checkbox"/> Booklet <input type="checkbox"/> Peel & Seal	<input type="checkbox"/> Black/PMS 268 <input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	6½ × 9½	_____
White <input type="checkbox"/> Open End <input type="checkbox"/> Booklet <input type="checkbox"/> Peel & Seal	<input type="checkbox"/> Black/PMS 268 <input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	12 × 9	_____
White <input type="checkbox"/> Open End <input type="checkbox"/> Booklet <input type="checkbox"/> Peel & Seal	<input type="checkbox"/> Black/PMS 268 <input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	13 × 10	_____
Manila Kraft #10 <input type="checkbox"/> Plain <input type="checkbox"/> Window	<input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	9½ × 4⅛	_____
Manila Kraft #6¾ <input type="checkbox"/> Plain <input type="checkbox"/> Window	<input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	6½ × 3⅝	_____
Manila Kraft <input type="checkbox"/> Clasp <input type="checkbox"/> No Clasp	<input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	9 × 6	_____
Manila Kraft <input type="checkbox"/> Clasp <input type="checkbox"/> No Clasp	<input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	9½ × 6½	_____
Manila Kraft <input type="checkbox"/> Clasp <input type="checkbox"/> No Clasp	<input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	10½ × 7½	_____
Manila Kraft <input type="checkbox"/> Clasp <input type="checkbox"/> No Clasp	<input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	12 × 9	_____
Manila Kraft <input type="checkbox"/> Clasp <input type="checkbox"/> No Clasp	<input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	13 × 10	_____
Manila Kraft <input type="checkbox"/> Clasp <input type="checkbox"/> No Clasp	<input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	15½ × 12	_____
A2 <input type="checkbox"/> Wove <input type="checkbox"/> Linen <input type="checkbox"/> Cream	<input type="checkbox"/> Black/PMS 268 <input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	5¾ × 4⅜	_____
A6 <input type="checkbox"/> Wove <input type="checkbox"/> Linen <input type="checkbox"/> Cream	<input type="checkbox"/> Black/PMS 268 <input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	6½ × 4¾	_____
A7 <input type="checkbox"/> Wove <input type="checkbox"/> Linen <input type="checkbox"/> Cream	<input type="checkbox"/> Black/PMS 268 <input type="checkbox"/> One color _____ <input type="checkbox"/> Blank	7¼ × 5¼	_____

 <p>College/Department/Office _____ Department/Office _____ Room Hall/Building Name _____ Street Address _____ City, State ZIP+4 _____ xxx-xxx _____</p>	College/Department/Office _____
	Department/Office _____
	Room and Hall _____
	Street address _____
	City, State ZIP+4 _____
	Meter code _____

Questions regarding official University Guidelines can be obtained by viewing the Brand Guide at the Division of Communications and Marketing's website. www.k-state.edu/vpcm/branding