

## LETTERHEAD AND HALF-LETTERHEAD ORDER

## **CONTACT/BILLING INFORMATION**

Purchase order or departmental requisition #  Contact person		Todays d	ate	Due date	
		Telephone		Fax	
Email			Previous job number or approximate date		
Bill to (department ar	nd address)				
☐ Pick-up (24 Umberg	ger Hall) 🔲 Delivery or s	hipping address			
Special instructions_					
Signature (please pri	nt also)				
Print colors	Paper		Size		Quantity
Black/PMS 268	25% Cotton bond (watermark)		□ 8½ × 11	$  5\% \times 8\% $	
Black/PMS 268	20# Sulphite bond		□ 8½ × 11	$  5\frac{1}{2} \times 8\frac{1}{2} $	
Black 25% Cotton bond (watermark)		watermark)	$  8½ \times 11$		
Black	20# Sulphite bond		□ 8½ × 11	☐ 5½ × 8½	
KANSAS STATE UNIVERSITY   College   Department	or Office	College Department/Office Department/Office Room and Hall Street address City, State ZIP+4 Phone Fax Email Website			
Room and Half or Building, Street, City, State 2F4-4   Priore number   Fax number   Website   Email					

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