

**CAL POLY POMONA | GRAPHIC COMMUNICATIONS SERVICES (GRAPHICS)  
LETTERHEAD AND ENVELOPE ORDER FORM**


ALL ORDERS MUST BE IN MULTIPLES OF 500

Complete the order form and email to [drfiore@cpp.edu](mailto:drfiore@cpp.edu)

DATE NEEDED:	MAIL PICK-UP	<b>FOR GRAPHICS USE ONLY</b>
DEPARTMENT:		W.O. No. _____ Printing Charge _____
CHARGEBACK ACCOUNT NO.:		Date Logged _____ P1 Out _____ Ret. _____
CONTACT PERSON:	EXTENSION:	Date Shipped _____ P2 Out _____ Ret. _____
		To Print _____ Initials _____ Bill <input type="checkbox"/> L <input type="checkbox"/> M
		EMAIL PROOF TO:

QUANTITY OF LETTERHEAD
QUANTITY OF ENVELOPES
QUANTITY OF SECOND SHEETS

ENVELOPE SAMPLE (not to scale)


	California State Polytechnic University, Pomona 3801 West Temple Avenue, Pomona, CA 91768
Department ----- Line 1 Division ----- Line 2 Other ----- Line 3 (optional)	

**INFORMATION FOR LETTERHEAD/ENVELOPE**

A PDF proof will be sent to your email prior to printing unless artwork already exists. Please respond to the email indicating any changes or edits. If there are no changes, please type "approved" in the subject line of your response email. If you do have changes, mark "changes as noted" in the subject line of your response email and specify changes in the body of your email message.

EXTENSION (FOR LETTERHEAD ONLY)
FAX (FOR LETTERHEAD ONLY)
WEBSITE (FOR LETTERHEAD ONLY) optional
LINE 1 (see example)
LINE 2 (see example)
LINE 3 (optional - see example)

LETTERHEAD SAMPLE (not to scale)

	California State Polytechnic University, Pomona • 3801 West Temple Avenue, Pomona, CA 91768 909.869.0000 • Fax 909.869.0000 • <a href="http://www.cpp.edu">www.cpp.edu</a> The Collins College of Hospitality Management ----- Line 1 Dean's Office ----- Line 2 Other ----- Line 3 (optional)
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