CPP LETTERHEAD/ENVELOPE
O R D E R   F O R M

Complete the order form and email to ngiangreco@cpp.edu

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
GRAPHIC COMMUNICATIONS SERVICES
(Graphics)

DATE NEEDED: *(This is a desired date. We do not guarantee delivery on this date)*

MAIL
PICK-UP

DEPARTMENT:

CHARGEBACK ACCOUNT NO.:

CONTACT PERSON:

EXTENSION:

EMAIL PROOF TO:

ORDERS MUST BE IN MULTIPLES OF 500
QUANTITY OF LETTERHEAD

ORDERS MUST BE IN MULTIPLES OF 500
QUANTITY OF #10 ENVELOPES *(full color imprint)*

OTHER ENVELOPE SIZES

booklet

catalog

9

9 x 6 *(booklet)*   9 x 12 *(booklet)*   13 x 10 *(booklet)*

9 x 6 *(catalog)*   9 x 12 *(catalog)*   13 x 10 *(catalog)*

ORDERS MUST BE IN MULTIPLES OF 500
QUANTITY OF SECOND SHEETS

INFORMATION FOR LETTERHEAD/ENVELOPE

NOTE: Per CPP Graphic Standards, the format, fonts and sizes may not be changed.

Graphics will send an electronic proof to your email prior to printing unless the artwork already exists.

LINE 1 - College **or** Department/Division *(for envelope only)*

LINE 1 - College *(for letterhead only)*

LINE 2 - Department or Division *(for letterhead only)*

LINE 3 - Telephone *(for letterhead only)*

LINE 4 - Email option *(for letterhead only)*

LINE 5 - www.cpp.edu website or Department URL *(for letterhead only)*

CalPolyPomona

Line 1 College or Department/Division
California State Polytechnic University, Pomona
3801 West Temple Avenue, Pomona, CA 91768

LETTERHEAD SAMPLE (not to scale)

CalPolyPomona

Line 1 College
Line 2 Department or Division

California State Polytechnic University, Pomona
3801 West Temple Avenue, Pomona, CA 91768

Line 3 T (909) 869-XXXX
Line 4 E email@cpp.edu
Line 5 www.cpp.edu

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