

CPP LETTERHEAD/ENVELOPE ORDER FORM

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

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

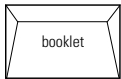
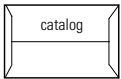
DATE NEEDED: <i>(This is a desired date. We do not guarantee delivery on this date)</i>	MAIL PICK-UP
DEPARTMENT:	
CHARGEBACK ACCOUNT NO.:	
CONTACT PERSON:	

FOR GRAPHICS USE ONLY	
W.O. No. _____	Date to Shop _____
Printing Charge _____	To Print _____
Date Logged _____	Date Shipped _____
	Initials _____
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)

ORDERS MUST BE IN MULTIPLES OF 500
OTHER ENVELOPES/SIZES

Full Color	Black Ink Only	QUANTITY OF
# 9	9 x 12 <i>(booklet)</i>	
Remittance	9 x 12 <i>(catalog)</i>	
9 x 6 <i>(booklet)</i>	13 x 10 <i>(booklet)</i>	
9 x 6 <i>(catalog)</i>	13 x 10 <i>(catalog)</i>	

ORDERS MUST BE IN MULTIPLES OF 500
 QUANTITY OF SECOND SHEETS

INFORMATION FOR LETTERHEAD/ENVELOPE

NOTE: Per CPP Graphic Standards, the format, font/s and size may not be altered.
 Graphics will send an electronic proof via email, prior to printing unless the artwork already exists.

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

LINE 1 - College *(for letterhead only)*

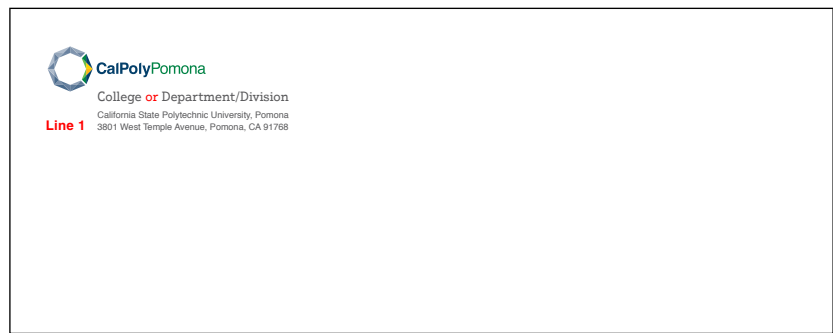
LINE 2 - Department or Division *(for letterhead only)*

LINE 3 - Telephone *(for letterhead only)*

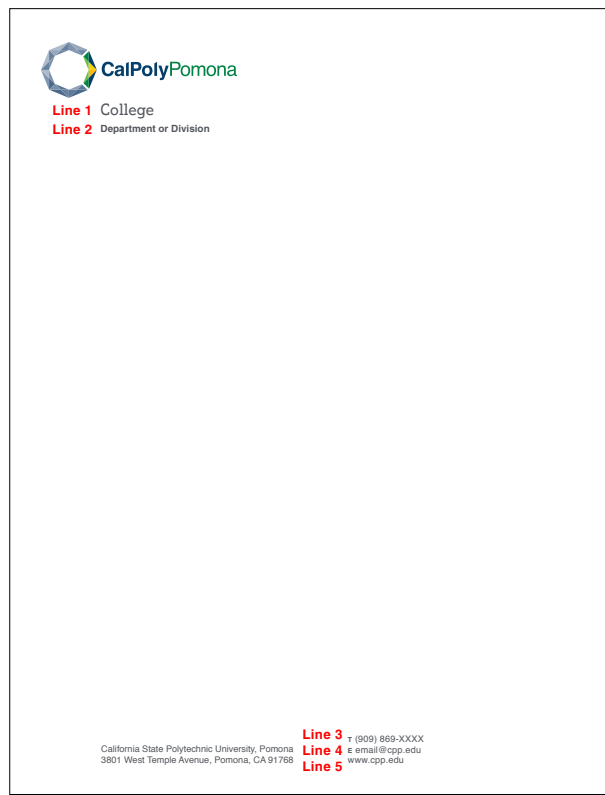
LINE 4 - Email option *(for letterhead only)*

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

ENVELOPE SAMPLE (not to scale)



LETTERHEAD SAMPLE (not to scale)



DIGITAL LETTERHEAD	Yes	No
--------------------	-----	----

SPECIAL INSTRUCTIONS: