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

**CPP** LETTERHEAD AND
ENVELOPES
O R D E R   F O R M

## ALL ORDERS MUST BE IN MULTIPLES OF 500   |   Complete the order form and email to graphics@cpp.edu

DATE NEEDED:

MAIL

PICK-UP

DEPARTMENT:

CHARGEBACK ACCOUNT NO.:

CONTACT PERSON:

QUANTITY OF LETTERHEAD

QUANTITY OF ENVELOPES

QUANTITY OF SECOND SHEETS

### FOR GRAPHICS USE ONLY

W.O. No. _____

Printing  Charge_____

Date Logged _____

p1          p2          p3          p4

Date to Shop _____

To Print _____

Date Shipped _____

Initials _____

EXTENSION:

EMAIL PROOF TO:

ENVELOPE SAMPLE (not to scale)

**CalPoly**Pomona   | 3801 West Temple Avenue, Pomona, CA 91768

College
Division

Line 1 College
Line 2 Department or Division
Line 3 Other (optional)

### INFORMATION FOR LETTERHEAD/ENVELOPE

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

Graphics will send an electronic proof to your email prior to
printing unless the artwork already exists.
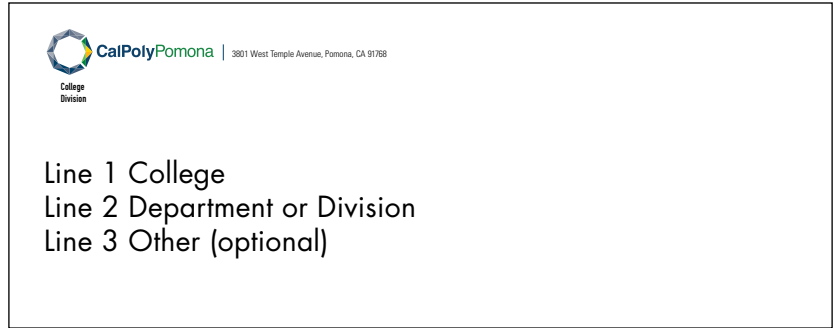
EXTENSION (FOR LETTERHEAD ONLY)

WEBSITE (FOR LETTERHEAD ONLY) optional

LINE 1 (see example)

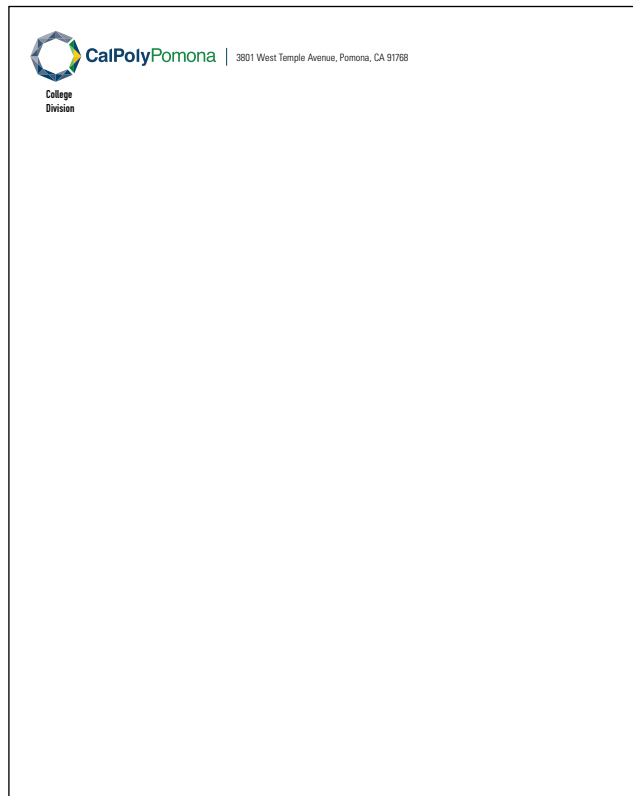LINE 2 (see example)

LINE 3 (optional - see example)

LETTERHEAD SAMPLE (not to scale)

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College
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