



HWS Folded Notecard and Outer Envelope Order Form

Standard notecard orders (see pages 2 & 3) can be placed with the printer using this form. Departments should place these orders directly, following the procedure below. The Printing Center has agreed to follow the approved format set by the Colleges. If you have questions or concerns, please contact Lindsey Williamson, ext. 4518, lwilliamson@hws.edu.

PROCEDURE

Placing your order: Send completed form to **The Printing Center** via email: print@komaraprinting.com
Please note that orders will not proceed without a purchase order number.

Delivery: Notecards will be delivered via campus mail within two weeks of receipt of your order.
If your order is not delivered in that time frame, please call The Printing Center, (315) 789-2014.

BILLING INFORMATION

Order Date _____ Purchase Order Number (required) _____

CONTACT INFORMATION:

For larger quantities please contact
Lindsey Williamson, lwilliamson@hws.edu.

Name _____

Office or Department _____

Office phone _____

Email address _____

Notecards (check one):

- 100 (\$130)
- 250 (\$175)
- 500 (\$235)
- 1,000 (\$325)
- 2,000 (\$495)

Envelopes (check one if ordering envelopes):

- 100 (\$90)
- 250 (\$130)
- 500 (\$190)
- 1,000 (\$325)
- 2,000 (\$565)

ENVELOPE RETURN ADDRESS INFORMATION:

Office or Department _____

Mailing Address _____

(Street Address)

Geneva, NY 14456