

HOBART AND WILLIAM SMITH COLLEGES

Standard Letterhead and Envelope Order Form

Hobart and William Smith Colleges have contracted with Eagle Envelope Company in Ithaca, N.Y., to print the Colleges' letterhead and envelope orders. Departments should place these orders directly, following the procedure below. Eagle Envelope Company has agreed to follow the approved format set by the Colleges. If you have format questions or concerns, please contact Peggy Kowalik at (315) 781-3695.

PROCEDURE

- Placing your order:** Send completed form to **Eagle Envelope Company via e-mail: orders@eagleprint.com**. Please note that orders will not proceed without a purchase order number.
- Approving copy:** **Eagle Envelope Company** will e-mail you a proof of your letterhead / envelopes prior to printing. **Please proof this for accuracy. If there are changes or corrections**, please note them on the draft, and e-mail the proof back to Eagle with your corrections or approval to print.
- Delivery:** Delivery will be made within 10 business days. If your order is not delivered in that time frame, please call Eagle Envelope at (800) 868-0235.

BILLING INFORMATION

Order Date _____ Purchase Order Number (required) _____
 Person to e-mail proof to _____ E-mail _____

LETTERHEAD / ENVELOPE INFORMATION: *(Please print clearly. Envelopes print with office name and address only.)*

Office Name _____
 Address _____, Geneva, N.Y. 14456
(STREET or BUILDING ADDRESS)
 Office phone (315) _____
 Fax number (315) _____

Office Name and Address Examples:

Office of Communications
 639 S. Main St., Geneva, N.Y. 14456

Office of the Provost
 Coxe Hall, Geneva, N.Y. 14456

ORDER INFORMATION: *(Please check appropriate box(es) and enter quantity and totals.)* **M=1000**

Strathmore Writing 24lb. Ultimate White Wove. (Items print purple PMS 2685, green PMS 349 and black unless otherwise noted)

Item	Price per M	Quantity Ordering	Total Price
<input type="checkbox"/> 8 1/2 x 11 Letterhead	1M-2.5M - \$79.25/M	_____	_____
<input type="checkbox"/> 8 1/2 x 11 Letterhead	Over 2.5M - \$67.10/M	_____	_____
<input type="checkbox"/> Blank second sheets	\$22/M	_____	_____
<input type="checkbox"/> #10 envelope	1M-2.5M - \$96/M	_____	_____
<input type="checkbox"/> #10 envelope	Over 2.5M - \$82.70/M	_____	_____
<input type="checkbox"/> #10 window envelope	1M-2.5M - \$89/M	_____	_____
<input type="checkbox"/> #10 window envelope	Over 2.5M - \$75.95/M	_____	_____
<input type="checkbox"/> #10 window envelope <i>(black ink only)</i>	1M-2.5M - \$31.50/M	_____	_____
<input type="checkbox"/> #10 window envelope <i>(black ink only)</i>	Over 2.5M - \$29/M	_____	_____
<input type="checkbox"/> 9 x 12 booklet envelope	1M-2.5M - \$155/M	_____	_____
<input type="checkbox"/> 9 x 12 booklet envelope	Over 2.5M - \$127.25/M	_____	_____
<input type="checkbox"/> 10 x 13 booklet envelope	1M-2.5M - \$163.40/M	_____	_____
<input type="checkbox"/> 10 x 13 booklet envelope	Over 2.5M - \$140/M	_____	_____

NOTE:

- Colleges' letterhead and envelopes print in purple, green and black ink. Window envelopes are available in black ink for routine campus business and billing.
- Prices vary based on quantity. Please call for special pricing on quantities over 10,000.
- Prices do not include shipping.

Grand Total:



HOBART AND WILLIAM SMITH
COLLEGES

Office of Xxxx

standard letterhead

Street or Bldg. Name, Geneva, NY 14456
P (315) 781-xxxx | F (315) 781-xxxx
www.hws.edu

Worlds of Experience. Lives of Consequence.



HOBART AND WILLIAM SMITH
COLLEGES

Office of Xxxxxx
Street Address or Bldg., Geneva, NY 14456

standard envelope