

# HOBART AND WILLIAM SMITH COLLEGES

## Business Reply Envelope Order Form

Hobart and William Smith Colleges have contracted with the Printing Center, 44 Linden Street, Geneva, to print Business Reply Envelope orders. Departments should place these orders directly, following the procedure below. The Printing Center has agreed to follow the style the Colleges have agreed upon. If you have style questions/concerns, please contact Peg Kowalik, Office of Communications, ext. 3540.

### PROCEDURE

**Placing your order:** FAX completed form to **The Printing Center, 789-5180**. Please note that orders will not proceed without a purchase order number. Be sure to include a fax number and contact person, so that typeset copy can be sent to you for approval.

**Approving copy:** The Printing Center will fax you a copy of your Business Reply Envelope prior to printing. Please proof this for accuracy, note any changes/errors on the copy, and fax the copy back to the Printing Center with your approval to print.

**Delivery:** If you approve the proof promptly, your Business Reply Envelopes will be delivered within one week of receipt of your order. If your order is not received, please call the Printing Center, 789-2014.

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### BILLING INFORMATION

Order Date \_\_\_\_\_ Purchase Order Number (required) \_\_\_\_\_

Person for printer to fax proof to \_\_\_\_\_ Fax number \_\_\_\_\_

**Required delivery date:** \_\_\_\_\_

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### BUSINESS REPLY ENVELOPE INFORMATION: (fill in blanks)

Department/Office Name \_\_\_\_\_

ATTN: (if needed) \_\_\_\_\_

HOBART AND WILLIAM SMITH COLLEGES

300 Pulteney Street

Geneva, NY 14456

### Business Reply Envelope (check one)

- Qty.  100 (\$30)  
 250 (\$40)  
 500 (\$55)  
 750 (\$65)  
 1000 (\$80)  
 2000 (\$125)

It would be best to work within these quantities and order a supply that will carry you through 6 months/year. For prices of quantities other than what is listed above, please contact the Printing Center directly.