



### Generic Letterhead and Envelopes 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 the Office of Communications at publicity@hws.edu.

#### PROCEDURE

- Placing your order:** Send completed form to **Eagle Envelope Company via email: orders@eagleprint.com OR / brenda@duplionline.com** Please note that orders will not proceed without a purchase order number.
- Approving copy:** **Eagle Envelope Company** will email you a proof of your order prior to printing. Please review proof(s) for accuracy and email the proof back to Eagle with your corrections or approval to print. (see above email ) (Fax 607-387-3196)
- 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 OR (607) 387-3195.

#### BILLING INFORMATION

Order Date \_\_\_\_\_ Purchase Order Number (required) \_\_\_\_\_  
 Person to email proof to \_\_\_\_\_ Email \_\_\_\_\_

**GENERIC LETTERHEAD - INFORMATION IS FIXED**  
 (NO VARIABLE INFO)

SEE ATTACHED  
 NO OFFICE NAME AT TOP

**GENERIC ENVELOPE INFORMATION IS FIXED**  
 (NO VARIABLE INFO)

RETURN ADDRESS  
 300 Pulteney Street, Geneva, NY 14456

300 Pulteney Street, Geneva, NY 14456 | P (315) 781-3000 | www.hws.edu  
 TAGLINE

**ORDER INFORMATION:** (Please check appropriate box(es) and enter quantity and totals.) (i.e. 2500 - multiply price x 2.5)

**Paper:** Via Radiant White VELLUM, 70# Text (Ink: purple PMS 2607, green PMS 349, orange PMS 165 + black unless otherwise noted)

Item	Price per 1000 (M=1000)	Quantity Ordering	Total Price
<input type="checkbox"/> 8 1/2 x 11 Letterhead	500 = \$65.75/lot	_____	_____
<input type="checkbox"/> 8 1/2 x 11 Letterhead	1,000 = \$108.50/M	_____	_____
<input type="checkbox"/> 8 1/2 x 11 Letterhead	2,500 = \$93.50/M	_____	_____
<input type="checkbox"/> 8 1/2 x 11 Letterhead	5,000 = \$91.50/M	_____	_____
<input type="checkbox"/> Blank second sheets	= \$30/M	_____	_____
<input type="checkbox"/> #10 envelope	500 = \$74.75/lot	_____	_____
<input type="checkbox"/> #10 envelope	1,000 = \$122.50/M	_____	_____
<input type="checkbox"/> #10 envelope	2,500 = \$107.50/M	_____	_____
<input type="checkbox"/> #10 envelope	5,000 = \$105.50/M	_____	_____
<input type="checkbox"/> 9 x 12 booklet envelope	1,000-2,500 = \$162/M	_____	_____
<input type="checkbox"/> 9 x 12 booklet envelope	Over 2,500 = \$134/M	_____	_____
<input type="checkbox"/> 10 x 13 booklet envelope	1,000-2,500 = \$169/M	_____	_____
<input type="checkbox"/> 10 x 13 booklet envelope	Over 2,500 = \$147/M	_____	_____

**NOTE:**  
 • Please call for special pricing on quantities over 5,000.  
 • Prices do not include shipping.  
 • Colleges' letterhead and envelopes print with color logo. Window envelopes are available in all black ink for intra-campus mailing only.

**Grand Total:**  
 \_\_\_\_\_



HOBART AND WILLIAM SMITH  
COLLEGES

# Generic Letter



HOBART AND WILLIAM SMITH  
COLLEGES

300 Pulteney Street, Geneva, NY 14456

Generic envelope