



Standard 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 Lindsey Williamson at lwilliamson@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 \_\_\_\_\_

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

Office Name \_\_\_\_\_
Address \_\_\_\_\_, Geneva, N.Y. 14456
POST OFFICE REQUIRES AN APPROVED STREET ADDRESS ON ALL ENVELOPES. CHECK WITH THE HWS POST OFFICE to verify if address is on the approved list or use 300 Pulteney Street)
Office phone (315) \_\_\_\_\_
Fax number (315) \_\_\_\_\_

Office Name and Address Examples:
Office of xxxxxx
300 Pulteney Street, Geneva, N.Y. 14456
Office of xxxxxx
20 Seneca St., Geneva, N.Y. 14456

ORDER INFORMATION: (Please check appropriate box(es) and enter quantity and totals.)

Paper: Via Radiant White VELLUM, 70# Text (Ink: purple PMS 2607, green PMS 349, orange PMS 165 + black unless otherwise noted) (i.e. 2500 - multiply price x 2.5)

Table with 4 columns: Item, Price per 1000 (M=1000), Quantity Ordering, Total Price. Rows include 8 1/2 x 11 Letterhead, Blank second sheets, #10 envelope, #10 window envelope, 9 x 12 booklet envelope, 10 x 13 booklet envelope.

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

Office of xxxxxx

standard letterhead



HOBART AND WILLIAM SMITH  
COLLEGES

Office of xxxxxxx  
Street Address, Geneva, NY 14456

standard envelope