

# COPY SERVICES - Pre-printed Items Order Form

**Date:** \_\_\_\_\_

UW-Whitewater Items are in Purple Ink, are non-specific and can be used by any Department.

	<u>Quantity</u>	<u>Item</u>	<u>Price</u>	<u>Extended Price</u>
<b>Envelopes:</b>	_____	#10 Regular Business Size	\$16.25 /box 500	_____
	_____	#10 with Bulk Mail Stamp	\$16.25 /box 500	_____
	_____	#10 Window Envelope	\$17.25 /box 500	_____
	_____	#9 Business Reply	\$15.50/box 500	_____
<b>Letterhead:</b>	_____	UW-W Letterhead	\$19.50 /ream	_____
	_____	Letterhead 2 <sup>nd</sup> Sheets (blank)	\$5.65 /ream	_____
<b>Other:</b>	_____	Note Cards w/ Envelopes	\$18.00 /pkg 25	_____
	_____	Memo Pads (50 sheets)	\$10.00 /pkg 10	_____
	_____	Pocket Folder	\$1.40 /each	_____
	_____	Ballpoint Pen	\$0.69 /each	_____
	_____	Name Tags	\$4.25/roll-100	_____
	_____	Mailing Labels	\$4.25 /roll-100	_____
<b>Testing Supplies:</b>				
	_____	Scantron X-5 Answer Sheets	\$19.75 /pkg 500	_____
	_____	Scantron X-10 Answer Sheets	\$16.00 /pkg 500	_____
	_____	8-Page Blue Books	\$18.50 /pkg 100	_____
	_____	16-Page Blue Books	\$18.50 /pkg 50	_____

**Paper Stock:** \_\_\_\_\_

Subtotal: \_\_\_\_\_

**Choose:** \_\_\_\_\_ Pick-up or \_\_\_\_\_ Ship to Office – No Charge

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

Provide information below and fax signed order to Copy Services at # 5095 or send to Moraine 24.

Department / Program: \_\_\_\_\_ Building / Room: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Org Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_