



Pre-Printed Items Order Form

Date: _____

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

	<u>Item</u>		<u>Quantity</u>
Envelopes:	_____ #10 Regular Envelope	500/box	_____
	_____ #10 Window Envelope	500/box	_____
	_____ #9 Business Reply	500/box	_____
Letterhead:	_____ UW-W bond Letterhead	500/ream	_____

*Department specific printed items, please use the regular on-line order form to attach your PDF design.

Other:

_____ Memo Pads (8.5x11")	50 sheets/pad	_____
_____ Pocket Folder	Each	_____
_____ Sticker Name Tags	100/roll	_____
_____ Scantron X-5 Answer Sheets	500/pkg	_____

Choose: _____ Pick-up or _____ Ship to Office (No Charge)

Please give bldg. name and room number _____

Please provide information below and scan signed order to Print Services at printservices@uww.edu or send to Community Engagement Center (CEC) Room 151.

Department / Program: _____ Building / Room: _____

Name: _____ Phone: _____

Authorized Signature: _____ Org Code: _____ - _____ - _____