

# Stationery and Business Card Request

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DATE REQUESTED \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

ORG # \_\_\_\_\_ FUND # \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING INFORMATION AS IT SHOULD APPEAR ON THE FINISHED PRODUCT.**

All orders are limited to the following fields. A proof will be faxed for your approval prior to printing.

All orders will be delivered via campus mail unless otherwise specified.

**LETTERHEAD** Please provide department information below **OR** provide a previously printed example. Allow 7 to 10 working days for delivery after final approval of the proof.

QUANTITY \_\_\_\_\_ (Order in quantities of 500)

DEPARTMENT TITLE \_\_\_\_\_

ADDRESS (Building and Room #) \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

DEPARTMENT WEB ADDRESS **OR** DEPARTMENT E-MAIL \_\_\_\_\_

**ENVELOPE** Please provide department information below **OR** provide a previously printed example. Allow 7 to 10 working days for delivery after final approval of the proof.

QUANTITY \_\_\_\_\_ (Order in quantities of 500)     Regular Envelopes     Window Envelopes

DEPARTMENT TITLE \_\_\_\_\_

ADDRESS (Building and Room #) \_\_\_\_\_

ORG # USED FOR MAILING CHARGES \_\_\_\_\_

## BUSINESS CARD

QUANTITY \_\_\_\_\_ (Order in quantities of 250, 500, or 1000)

DEPARTMENT \_\_\_\_\_

NAME \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_


PHONE \_\_\_\_\_

FAX **OR** CELL PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

WEB ADDRESS \_\_\_\_\_

BUILDING AND ROOM # \_\_\_\_\_



**Copy and Print Center**  
UNIVERSITY of ALASKA ANCHORAGE

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**First Last, Ph.D.**  
Title 1  
Title 2 (if applicable)

T 907.786.0000 • F 907.786.0000  
email@uaa.alaska.edu  
www.uaa.alaska.edu

Building Name, Room #  
3211 Providence Drive  
Anchorage, AK 99508-4614

All business card proofs approved by 5:00 pm on Wednesday will be printed the following Friday.

**Thank you!**