

# Electronic Letterhead/Envelope/Notepad Order Form

(example of top left edge of envelope)



School of Law  
 Santa Clara University  
 500 El Camino Real  
 Santa Clara, California 95053-0639

Using Acrobat Reader (*or another third-party application that can edit .pdf's – some examples are Preview, Nitro PDF, Infix PDF Editor*), fill out this form online, save as a pdf and use the Submit button to email to ktavares@scu.edu. **\*\*This copy will be used in the production of your project, so please carefully proofread your entry!\*\*** For questions contact Kim Tavares in Purchasing at 408-554-4364. Please allow one-week delivery time from Monday order placement.

Department:

Department (optional):

500 El Camino Real  
 Santa Clara, California 95053- (4-digit ZIP extension)

Phone: Ext: Fax:

Web Address (optional):  
 (web is case-sensitive)

Requestor: Extension: Dept.: Bldg/Rm. #:

Quantity (click buttons to select item and quantity) Letterhead Option  A or  B (see samples on Purchasing website)

DELETE  
ORDER

- Standard Letterhead (8.5" x 11")  500  1000  1500  2000  2500  3000  3500  4000  4500  5000
- Standard Envelope (#10)  500  1000  1500  2000  2500  3000  3500  4000  4500  5000
- Monarch Letterhead (7.25" x 10.5")  500  1000  1500  2000  2500  3000  3500  4000  4500  5000
- Monarch Envelope (3.875" x 7.5")  500  1000  1500  2000  2500  3000  3500  4000  4500  5000
- Notepads (notepads come in orders of 10 pads of 100 sheets each)  4" x 6"  5.5" x 8.5"

Miscellaneous or other:

Charge to: 6706  
 Acct. Fund Dept. Program Activity Class

Authorized Signature: Date:

**SUBMIT**