

Electronic Miscellaneous Envelope Order Form



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)

Requestor: Extension: Department: Bldg/Room #:

Quantity (click buttons to select item and quantity)											DELETE ORDER	
6"x 9" Catalog Envelope (flap on 6" side)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6"x 9" Booklet Envelope (flap on 9" side)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9"x 12" Catalog Envelope (flap on 9" side)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9"x 12" Booklet Envelope (flap on 12" side)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Misc. or Other _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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

Authorized Signature: Date:

SUBMIT