



stationery request

Date _____

Stationery business card letterhead envelope

Envelope Size No. 10 No. 9 9x12 10x13 Monarch

Letterhead Size 8.5x11 Monarch Second Sheets Generic Macalester

Name _____

Title _____

Department _____

Phone _____

Second Phone (optional) _____

Fax (optional) _____

E-mail _____

Web _____

Notes _____

Project ID _____

Department Chair Authorization _____

Quantity _____

Account _____

Deliver By _____

Please be accurate and precise when completing this form. Once this information has been sent back to the College Relations Office you will be given a typeset copy to approve. Please review carefully for any corrections or additions. The typeset copy will be provided to you only once. After you have approved the copy, it will go to print.

