



## stationery request

**Date** \_\_\_\_\_

Requested    Ordered    Ready to bill

**Stationery**    Business Card    Letterhead    Envelope    College Folders

**Envelope Size**    No. 10    No. 9    9 x 12    10 x 13    Monarch

Letterhead Size    8.5 x 11    Monarch    Second Sheets    Generic Macalester

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Department** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Second Phone (Optional)** \_\_\_\_\_

**Fax (Optional)** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Web** \_\_\_\_\_

Notes

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**Project ID (office use)** \_\_\_\_\_

**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.