



## PERSONALIZED LETTERHEAD ORDER FORM

Return completed form to:  
Laina Pond  
Marketing Coordinator

### SAMPLE LETTERHEAD

**SOUTHERN  
POLYTECHNIC**  
STATE UNIVERSITY

School, Department or  
Business Unit

1100 South Marietta Parkway  
Marietta, Georgia 30060-2896

678-915-7205 OFFICE  
800-635-3204 TOLL FREE  
678-915-5678 FAX

[www.spsu.edu/studentservices](http://www.spsu.edu/studentservices)

SCHOOL, DEPARTMENT OR BUSINESS UNIT →

MAILING ADDRESS  
(CHOOSE ONE)



STANDARD →

1100 South Marietta Parkway  
Marietta, Georgia 30060-2896



OTHER

Mailing Address ▼

City, State, ZIP ▼

PRIMARY PHONE →  
NUMBER

Label

☐ DIRECT

☐ OFFICE

TOLL-FREE

FAX

OTHER

Label ▼

OPTIONAL  
WEB URL

### TYPE OF ENVELOPE QUANTITY

PERSONALIZED LETTERHEAD

☐ 250

☐ 500

☐ 1000

☐ OTHER →

SECOND SHEETS (LOGO ONLY)

☐ 250

☐ 500

☐ 1000

☐ OTHER →

Budget Code ▼

Deliver Letterhead To

Person Completing Form

Phone Number

Date