



UNA Print Shop

Letterhead, Notepad, Notecard, and Envelope Order Form

256-765-4256//printshop@una.edu

Please fill out ALL requested information. Please send a copy of this form with your order.

We cannot print without paperwork

Requested By _____ Date Submitted _____

Phone # _____ Date Required _____

Department _____ Budget Number _____

Please note all changes must be submitted to the Office of University Communications and Marketing. For changes, contact Karen Hodges at 256-765-4225.

Letterhead



UNIVERSITY OF NORTH ALABAMA

☐ Re-Order ☐ New File

Quantity

☐ Box of 100

☐ Box of 500

MATCHING ENVELOPES

☐ Box of 100

☐ Box of 500

Panel Folded Notecards

☐ Re-Order ☐ New File

Color

☐ White ☐ Cream

Quantity

☐ Set of 100

☐ Set of 250

☐ Set of 500

☐ MATCHING ENVELOPES

Envelopes



☐ Re-Order ☐ New File

☐ #10 Envelope

Quantity _____

☐ Window Envelope

Quantity _____

☐ 9x12 Envelope

Quantity _____

Notepads

☐ Re-Order ☐ New File

Name on Notepad _____

Quantity _____

Sheets Per Pad _____

Notepad Size

☐ 4x6 ☐ 5.5x8.5 ☐ Other _____

Cost Center Head Approval _____