



PRINTING SERVICES

LETTERHEAD

Use one order form for each order.
DO NOT WRITE IN SHADED AREAS.

PS Job Number

Date Ordered	Date Needed (<i>Not ASAP</i>)	Date Received	Date Completed
Department to be Charged		Account Number - <i>no order will be started without an account #</i>	
Ordered By	Delivery Instructions		

Letterhead is printed according to the Visual Identity Guide in regard to layout and paper used. It can be printed with black and orange ink or black ink only and is done in increments of 500. You also have your choice of logo to be used and it is recommended that your letterhead logo and envelope logo be the same. In compliance with University policy, letterheads will not be personalized. **Please make any changes on previous letterhead and attach.**


EXACT REPEAT

Sample must be submitted on exact repeat orders.

PLEASE NOTE: Consider ordering a larger quantity for all users within your department as the cost is less per piece (and if you have the storage space). Also, if you are doing a form letter and overprinting on your copier, consider printing the letter at the same time as the letterhead . . . the total quantity will determine which is the best and most economical way to proceed. Please call for more detailed information at ext. 2548.

Prices are effective as of 8/2009. Printing Services reserves the right to adjust pricing if material costs increase at any time.

QUANTITY	2 COLOR INK	BLACK INK
<input type="checkbox"/> 500	61.00	41.00
<input type="checkbox"/> 1000	80.00	61.00
<input type="checkbox"/> 1500	95.00	76.00
<input type="checkbox"/> 2000	110.00	90.00
<input type="checkbox"/> 2500	125.00	106.00
<input type="checkbox"/> 3000	140.00	120.00
<input type="checkbox"/> _____	<i>Call for quote if needed</i>	



NORTHERN
OHIO NORTHERN UNIVERSITY

DEPARTMENT
COLLEGE

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LOGO CHOICE

 Orange Logo/
Word Mark
OHIO NORTHERN UNIVERSITY

 Black Logo/
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 Black only Logo/
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TOTAL COST \$