

George Mason University University Relations Stationery Order Form for Letterhead and Envelopes

Instructions:

1. Complete form online.
2. Print form by pressing the "Print Form" button.
3. Obtain authorized signature.
4. Mail completed form to MS 2F7, or fax to x38784.

Note: All generic stationery is available through The Supply Room.

Account Information

Department

Organization Number

Contact Person

Phone

Date

Delivery Location

Authorized Signature

George Mason University does not produce personalized stationery. Names and e-mail address are not allowed on letterhead or envelopes.

Item	Quantity (1,000 minimum)
Letterhead	_____
#10 Envelope	_____
#10 Window Envelope	_____

Stationery orders are processed on Mondays. Please allow 3-6 weeks for delivery.

For more information call University Relations at (703) 993-8780.

Information to Appear on Letterhead

Department or Office Name

Building Name and Room Number (optional)

Street Address with Mail Stop Number

City, State, Zip Code

Phone

Fax

Web site (optional)

Information to Appear on Envelopes

Department or Office Name

Building Name and Room Number (optional)

Street Address with Mail Stop Number

City, State, Zip Code