

PURCHASE ORDER NUMBER

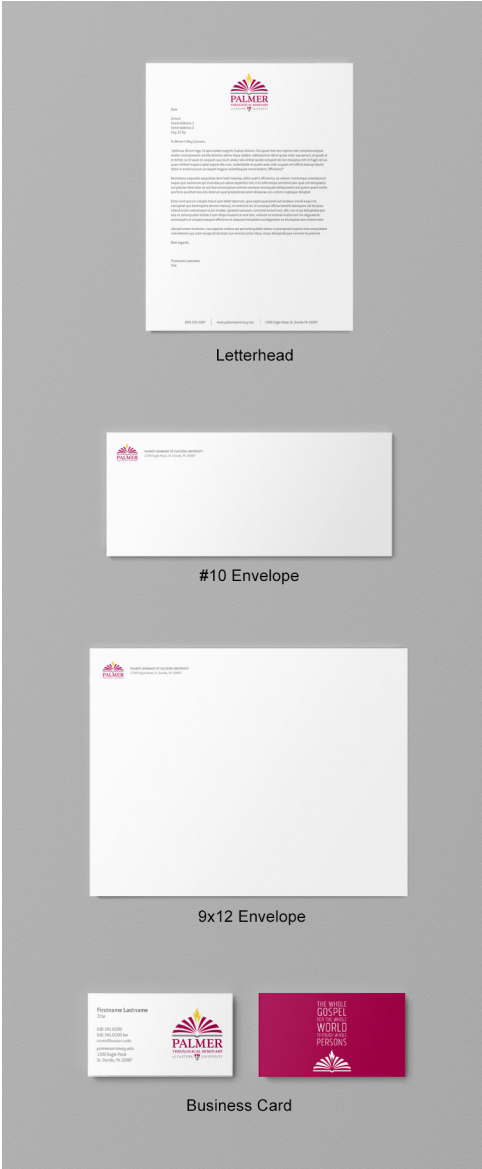
STATIONERY ORDER FORM

To order standard stationery pieces, complete this form and email to purchasing@eastern.edu

- When the purchasing office receives your order, we will issue your department a PO#.
- After the PO is processed, you will receive a proof from purchasing to approve before printing.
- *Note: Page 1 & 2 (Stationery Order form **and** PO form) must be completed with approval signatures prior to sending the order to purchasing.*

DO NOT USE OTHER PRINTERS OR CREATE ALTERNATE STATIONERY ITEMS without consulting University Marketing.

Order Placed By: _____ Dept: _____
 Phone #: _____ Email: _____



LETTERHEAD	
Quantity:	Phone:
#10 ENVELOPES	
Quantity:	
Options: Window: <input type="checkbox"/>	Tinted Window: <input type="checkbox"/>
9X12 ENVELOPES	
Quantity:	
BUSINESS CARD — SINGLE SIDED	
Quantity:	Name:
	Title:
	Phone: Fax:
	Email:
BUSINESS CARDS — DOUBLE SIDED	
Quantity:	Name:
	Title:
	Phone: Fax:
	Email:

EASTERN UNIVERSITY

1300 Eagle Road
St. Davids, Pennsylvania 19087-3696
Fax: (610) 225-5043

PURCHASE ORDER NUMBER

SEND INVOICE IN TRIPLICATE TO:
PURCHASING DEPARTMENT
EASTERN UNIVERSITY
1300 Eagle Road
St. Davids, Pennsylvania 19087-3696

ABOVE NUMBER MUST APPEAR ON ALL INVOICES, LABELS, PACKING SLIPS, CARTONS AND ON ALL CORRESPONDENCE REFERRING TO THIS ORDER. ITEMS COVERED BY THIS P.O. ARE EXEMPT FROM SALES TAX — EXEMPTION NUMBER 75 - 52031 - 1

V
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DELIVER TO:

MARK ALL PACKAGES

CONDITIONS: Eastern University is exempt from Sales and Federal Taxes. Exemption certificates will be furnished on request. Mail invoice with original bill of lading on day of shipment. We require in each box or package a memorandum of contents and shipper's name. We reserve the right to cancel/refuse this order if material is not shipped within the time specified and on a truck less than 44 feet in total length. Goods subject to our inspection. Your invoice should show discount allowed.

DATE OF ORDER	DATE DELIVERY REQUIRED	CHARGE TO:	
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

Dept. Chairman _____

Approved By _____

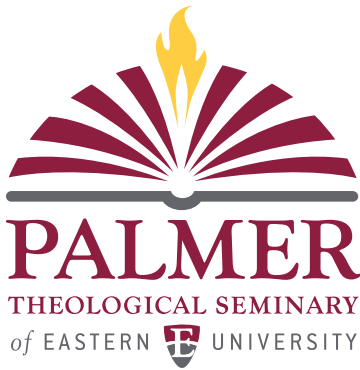
Date _____

Dir. of Finance _____

V.P. Finance _____

Date _____

PURCHASING AGENT



STATIONERY PRICING

PURCHASE ORDER NUMBER

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LETTERHEAD

Offset 208/cool gray 10 – 80# Cougar text stock – \$80.00 ink charge per order no matter how many items are on the PO.

500 – \$127.00
1000 – \$155.00
2500 – \$102.00 per thousand

#10 ENVELOPES

Offset 208/cool gray 10 – 70# Cougar text stock – \$80.00 ink charge per order no matter how many items are on the PO.

500 – \$163.00
1000 – \$237.00
2500 – \$144.00 per thousand

#10 WINDOW ENVELOPES

Offset – black ink – 24# white wove – Black ink no charge.

1000 – \$91.00
2500 – \$82.00 per thousand
5000 – \$75.00 per thousand
10000 – \$62.00 per thousand

#10 TINTED WINDOW ENVELOPES

Offset – black ink – 24# white wove – Black ink no charge.

2500 – \$88.00
5000 – \$79.00
10000 – \$66.00 per thousand

BUSINESS CARDS

Digital match for 208/cool gray 10 – 130lb. Cougar white card stock.

250 – \$51.00 / **2 sided \$54.00**
500 – \$65.00 / **2 sided \$69.00**

9x12 ENVELOPES

Offset 208/cool gray 10 – 70# Cougar text stock – \$80.00 ink charge per order no matter how many items are on the PO.

500 – \$272.00
1000 – \$436.00

Offset 208/cool gray 10 – 28# White Wove (comparable to 70# text) – \$80.00 ink charge per order no matter how many items are on the PO.

500 – \$189.00
1000 – \$288.00