



**EASTERN**  
UNIVERSITY

# STATIONERY ORDER FORM

PURCHASE ORDER NUMBER

To order standard stationery pieces, complete this form as well as a purchase order form.  
 Please send both forms to Purchasing via campus mail or email to [purchasing@eastern.edu](mailto:purchasing@eastern.edu).  
 Note: Approval signatures must be obtained **prior** to sending the order to purchasing.

- When the purchasing office receives your order, a PO# will be assigned.
- After the PO is processed, you will receive a proof from purchasing to approve before printing occurs

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

Order Placed By: \_\_\_\_\_ Dept: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_



<b>LETTERHEAD — PLAIN</b>	
Quantity:	Office/Department Title:
Standard: <input type="checkbox"/>	Phone: _____ Fax: _____
Monarch: <input type="checkbox"/>	Email: _____
	<input type="checkbox"/> <i>If your department does not include email and fax number please indicate <b>single line option</b> to the left.</i>
<b>LETTERHEAD — WATERMARK</b>	
Quantity:	Office/Department Title:
Standard: <input type="checkbox"/>	Phone: _____ Fax: _____
Monarch: <input type="checkbox"/>	Email: _____
	<input type="checkbox"/> <i>If your department does not include email and fax number please indicate <b>single line option</b> to the left.</i>
<b>#9 ENVELOPES</b>	
Quantity:	Office/Department Title:
<b>#10 ENVELOPES</b>	
Quantity:	Office/Department Title:
	Options: Window: <input type="checkbox"/> Tinted Window: <input type="checkbox"/>
<b>MONARCH ENVELOPES</b>	
Quantity:	Office/Department Title:
<b>9 X 12 ENVELOPES</b>	
Quantity:	Office/Department Title:
<b>BUSINESS CARDS</b>	
Quantity:	Name: _____
Single Sided: <input type="checkbox"/>	Title: _____
Double Sided: <input type="checkbox"/>	Phone: _____ Fax: _____
	Email: _____