

# HOBART AND WILLIAM SMITH COLLEGES

## Standard Letterhead and Envelope Order Form

Hobart and William Smith Colleges have contracted with Eagle Envelope Company, Ithaca, N.Y., to print the Colleges' letterhead and envelope orders. **Departments should place their orders directly, using this form.** (Follow procedures below.) Eagle Envelope Company has agreed to follow the approved style of the Colleges. **If you have questions or custom orders (items not included on this form), please contact Peg Kowalik, Office of Communications, ext. 3695.**

### PROCEDURE

**Placing your order:** Fax completed form to **Eagle Envelope Company, fax (607) 387-3196.** Please note that orders will not proceed without a purchase order number. Be sure to include a fax number and contact person (see form below), so that a draft can be sent to you for approval.

**Approving copy:** Eagle Envelope Company will fax you a draft of your letterhead / envelopes prior to printing. **Please proof this for accuracy. If there are changes or corrections,** please note them on the draft, and fax the draft back to the Eagle with your approval to print or request for second draft.

**Delivery:** Delivery will be made within 10 business days once you approve the proof. If your order is not received, please call Eagle Envelope at (800) 868-0235.

### BILLING INFORMATION

Order Date \_\_\_\_\_ Purchase Order Number (required) \_\_\_\_\_

Person to fax proof to \_\_\_\_\_ Fax number \_\_\_\_\_

### LETTERHEAD / ENVELOPE INFORMATION: (Please print clearly. Envelopes print with office name and address only.)

Office Name \_\_\_\_\_

Address \_\_\_\_\_, Geneva, N.Y. 14456  
(STREET or BUILDING ADDRESS, IF YOUR OFFICE USES ONE)

Office phone (315) \_\_\_\_\_

Fax number (315) \_\_\_\_\_

*Office Name and Address Examples:*

Office of Communications  
 639 S. Main St., Geneva, N.Y. 14456

Office of the Provost  
 Coxe Hall, Geneva, N.Y. 14456

### ORDER INFORMATION: (Please check appropriate box(es) and enter quantity and totals.) **M=1000**

Strathmore Writing 24lb. Ultimate White Wove.

Item	Price per M	Quantity Ordering	Total Price
<input type="checkbox"/> 8 1/2 x 11 Letterhead	1M-2.5M - \$71.90/M	_____	_____
<input type="checkbox"/> 8 1/2 x 11 Letterhead	Over 2.5M - \$60.95/M	_____	_____
<input type="checkbox"/> #10 envelope	1M-2.5M - \$81.40/M	_____	_____
<input type="checkbox"/> #10 envelope	Over 2.5M - \$69.40/M	_____	_____
<input type="checkbox"/> #10 window envelope	1M-2.5M - \$99.75/M	_____	_____
<input type="checkbox"/> #10 window envelope	Over 2.5M - \$88.75/M	_____	_____
<input type="checkbox"/> #10 window envelope (black ink only)	1M-2.5M - \$90.55/M	_____	_____
<input type="checkbox"/> #10 window envelope (black ink only)	Over 2.5M - \$78.55/M	_____	_____
<input type="checkbox"/> 9 x 12 booklet envelope	1M-2.5M - \$152.80/M	_____	_____
<input type="checkbox"/> 9 x 12 booklet envelope	Over 2.5M - \$121.80/M	_____	_____
<input type="checkbox"/> 10 x 13 booklet envelope	1M-2.5M - \$162.40/M	_____	_____
<input type="checkbox"/> 10 x 13 booklet envelope	Over 2.5M - \$131.40/M	_____	_____

**NOTE:**

- Colleges' letterhead and envelopes print in purple, green and black ink. Window envelopes are available in black ink for routine campus business and billing.
- Prices vary based on quantity. For quantities of 10,000 or more, better prices are likely. Please call Eagle Envelope for quotes.

<b>Grand Total:</b> _____
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HOBART  
AND  
WILLIAM SMITH  
COLLEGES

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Office of xxxx

standard letterhead

*1908 · Celebrating the William Smith College Centennial · 2008*

Bldg. or Street, Geneva, N.Y. 14456 | P (315) 781-xxxx F (315) 781-xxxx

[www.hws.edu](http://www.hws.edu)

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WILLIAM SMITH  
COLLEGES

Office of xxx | Bldg. or Street, Geneva, N.Y. 14456

standard envelope