



Pre-Printed Items Order Form

Date: \_\_\_\_\_

Pre-Printed UW-Whitewater Items are in Purple Ink, are **non-specific** and **can be used by any Department**.

	<u>Item</u>		<u>Quantity</u>
<b>Envelopes:</b>	_____ #10 Regular Envelope	500/box	_____
	_____ #10 Window Envelope	500/box	_____
	_____ #9 Business Reply	500/box	_____
<b>Letterhead:</b>	_____ UW-W bond Letterhead	500/ream	_____

\*Department specific printed items, please use the regular on-line order form to attach your PDF design.

**Other:**

_____ Memo Pads (8.5x11")	50 sheets/pad	_____
_____ Pocket Folder	Each	_____
_____ Sticker Name Tags	100/roll	_____
_____ Scantron X-5 Answer Sheets	500/pkg	_____

**Choose:** \_\_\_\_\_ Pick-up or \_\_\_\_\_ Ship to Office (No Charge)

Please give bldg. name and room number \_\_\_\_\_

Please provide information below and scan signed order to Print Services at [printservices@uww.edu](mailto:printservices@uww.edu) or send to Community Engagement Center (CEC) Room 151.

Department / Program: \_\_\_\_\_ Building / Room: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Org Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_