

## STATIONERY REQUEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Due Date: \_\_\_\_\_  
 Dept: \_\_\_\_\_ Building: \_\_\_\_\_  
 Budget #: \_\_\_\_\_ Office #: \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

*If available, please attach a sample for each item ordered.*

**Business Cards**

Qty:  250  500  1,000

Send sample of information on card or complete information below.

Name on card: \_\_\_\_\_

Credential: \_\_\_\_\_

Title: \_\_\_\_\_

Dept: \_\_\_\_\_

School (if applicable):  
 (ex: School of Business, School of Continuing Studies, School of Music, Graduate School of Theology, GST -Applied Wisdom Institute, GST-Shaw Chaplaincy Institute)

Address: \_\_\_\_\_  
 Redlands (1200 E. Colton)  
 Redlands - Facilities Mgmt  
 Redlands - Armacost Library  
 Burbank Campus  
 Marin Campus  
 Rancho Cucamonga Campus  
 Riverside Campus  
 San Diego Campus  
 South Coast Metro Campus  
 Temecula Campus

Tele 1: \_\_\_\_\_  
 Tele 2: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Website:  www.redlands.edu  
 www.redlands.edu/gst  
 www.goredlands.com

**Letterhead**

(Note: Quantities are 500 sheets per box)

Size/Type	# of Boxes	# of Boxes
<b><u>Standard</u></b>		
8 ½" x 11" _____ Economy _____ Premium		
2 <sup>nd</sup> sheets _____ Economy _____ Premium		
<b><u>Monarch</u></b>		
7¼" x 10½" _____ Economy _____ Premium		
2 <sup>nd</sup> sheets _____ Economy _____ Premium		
<b><u>#7 Small</u></b>		
6¼" x 9½" _____ Economy _____ Premium		
2 <sup>nd</sup> sheets _____ Economy _____ Premium		

**Labels**

Size/Type	# of Boxes
<b><u>Mailing Labels</u></b>	
5" x 3½" _____ Box(es)	
	(4 labels per sheet)
<b><u>Name Badge Labels</u></b>	
2 <sup>1</sup> / <sub>3</sub> " x 3 <sup>3</sup> / <sub>8</sub> " _____ Box(es)	
	(8 labels per sheet)

**Other**

Item: \_\_\_\_\_

\_\_\_\_\_

Description (size, specifications, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Envelopes**

(Note: Quantities are 500 envelopes per box)

Size/Type	# of Boxes	# of Boxes
<b><u>Standard #10</u></b> (4 <sup>1</sup> / <sub>8</sub> " x 9½")		
<b><u>Regular</u></b> _____ Economy _____ Premium		
<b><u>Window</u></b> _____ Economy _____ Premium		
<b><u>Monarch</u></b>		
3 <sup>7</sup> / <sub>8</sub> " x 7½" _____ Economy _____ Premium		
<b><u>#7 Small</u></b>		
3¾" x 6¾" _____ Economy _____ Premium		
<b><u>#9 Business Reply Envelope</u></b>		
3 <sup>7</sup> / <sub>8</sub> " x 8 <sup>7</sup> / <sub>8</sub> " _____ Economy		
<b><u>Large Envelopes</u></b>		
9" x 12" _____ Catalog (flap on 9" side)		
		_____ Booklet (flap on 12" side)
10" x 13" _____ Catalog (flap on 10" side)		
		_____ Booklet (flap on 13" side)
<b><u>Peel &amp; Seal Envelopes</u></b>		
9" x 12" _____ Catalog (flap on 9" side)		
10" x 13" _____ Catalog (flap on 10" side)		