

PURCHASE ORDER NUMBER



EASTERN
UNIVERSITY

STATIONERY ORDER FORM

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

- 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.
- *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 — PLAIN	
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 single line option to the left.</i>
LETTERHEAD — WATERMARK	
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 single line option to the left.</i>
#9 ENVELOPES	
Quantity:	Office/Department Title:
#10 ENVELOPES	
Quantity:	Office/Department Title:
	Options: Window: <input type="checkbox"/> Tinted Window: <input type="checkbox"/>
MONARCH ENVELOPES	
Quantity:	Office/Department Title:
9 X 12 ENVELOPES	
Quantity:	Office/Department Title:
BUSINESS CARDS	
Quantity:	Name: _____
Single Sided: <input type="checkbox"/>	Title: _____
Double Sided: <input type="checkbox"/>	Phone: _____ Fax: _____
Option 1: <input type="checkbox"/>	Email: _____
Option 2: <input type="checkbox"/>	

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, PACK-
ING 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

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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

PURCHASE ORDER NUMBER



EASTERN
UNIVERSITY

STATIONERY PRICING

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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

MONARCH LETTERHEAD

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 – \$137.00
1000 – \$169.00
2500 – \$110.00 per thousand

#9 ENVELOPES

Offset – black ink – 70# Cougar text stock – black ink no
charge.

500 – \$141.00
1000 – \$205.00
2500 – \$135.00 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

MONARCH 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 – \$195.00
1000 – \$248.00
2500 – \$102.00 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