



# STATIONERY ORDER FORM

PURCHASE ORDER NUMBER

To order standard stationery pieces, complete this form and email to [purchasing@eastern.edu](mailto: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: \_\_\_\_\_



<h3>LETTERHEAD — PLAIN</h3>	
Quantity: _____ Standard: <input type="checkbox"/> Monarch: <input type="checkbox"/>	Office/Department Title: _____ Phone: _____ Fax: _____ Email: _____ <input type="checkbox"/> If your department does not include email and fax number please indicate <b>single line option</b> to the left.
<h3>LETTERHEAD — WATERMARK</h3>	
Quantity: _____ Standard: <input type="checkbox"/> Monarch: <input type="checkbox"/>	Office/Department Title: _____ Phone: _____ Fax: _____ Email: _____ <input type="checkbox"/> If your department does not include email and fax number please indicate <b>single line option</b> to the left.
<h3>#9 ENVELOPES</h3>	
Quantity: _____	Office/Department Title: _____
<h3>#10 ENVELOPES</h3>	
Quantity: _____	Office/Department Title: _____ Options: Window: <input type="checkbox"/> Tinted Window: <input type="checkbox"/>
<h3>MONARCH ENVELOPES</h3>	
Quantity: _____	Office/Department Title: _____
<h3>9 X 12 ENVELOPES</h3>	
Quantity: _____	Office/Department Title: _____
<h3>BUSINESS CARDS</h3>	
Quantity: _____ Single Sided: <input type="checkbox"/> Double Sided: <input type="checkbox"/> Option 1: <input type="checkbox"/> Option 2: <input type="checkbox"/>	Name: _____ Title: _____ Phone: _____ Fax: _____ Email: _____

# 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

V  
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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



## 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