

# UTRGV BUSINESS CARD & STATIONERY REQUEST FORM

E-mail: [print\\_svcs@utrgv.edu](mailto:print_svcs@utrgv.edu) • Website: <http://utrgv.edu/printservices>  
Brownsville Office: (956) 882-3835 Edinburg Office: (956) 665-2272 • (956) 665-5252 • (956) 665-3207

OFFICE USE ONLY

## CUSTOMER INFORMATION

Account #: \_\_\_\_\_ **Date Needed By:** \_\_\_\_\_  
Department \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ email \_\_\_\_\_  
 Customer pick-up  Deliver to: \_\_\_\_\_  
Building \_\_\_\_\_ Room # \_\_\_\_\_ Campus: \_\_\_\_\_  
 Brownsville  
 Edinburg  
 Harlingen  
Project submitted via:  E-mail  Shared file  Sample provided  
 Other \_\_\_\_\_  
Project Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

## LETTERHEAD

Quantity \_\_\_\_\_  
(500 Sheets = 1 Ream)

Letterhead Template:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Business & Entrepreneurship    | <input type="checkbox"/> Fine Arts          | <input type="checkbox"/> Honors College   |
| <input type="checkbox"/> Ed and P-16 Integration        | <input type="checkbox"/> Graduate College   | <input type="checkbox"/> Liberal Arts     |
| <input type="checkbox"/> Engineering & Computer Science | <input type="checkbox"/> Health Affairs     | <input type="checkbox"/> Sciences         |
| <input type="checkbox"/> School of Medicine             | <input type="checkbox"/> University College | <input type="checkbox"/> General Template |

- New  
 Revised  
 Reprint

## ENVELOPES

Black and White  Color

Quantity \_\_\_\_\_

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> #10 (9 1/2 X 4 1/8) | <input type="checkbox"/> #10 window (9 1/2 X 4 1/8) | <input type="checkbox"/> #9 Business Reply (8 7/8 X 3 7/8) |
| <input type="checkbox"/> A2 (5 3/4 X 4 3/8)  | <input type="checkbox"/> A6 (6 1/2 x 4 3/4)         | <input type="checkbox"/> A7 (7 1/4 X 5 1/4)                |
| <input type="checkbox"/> Catalog 6x9         | <input type="checkbox"/> Catalog 9x12               | <input type="checkbox"/> Catalog 10x13                     |
| <input type="checkbox"/> Other _____         |   |  |

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## BUSINESS CARDS

100  250  300  500  1,000

Gray  Orange  Both

\* NOTE: When ordering both colors cards must be equal in quantity

Business Card Template:

Template A  Template B  Template C

\* NOTE: Refer to the Style Guide (Page 26) for template samples and attach card information on a separate sheet.  
If ordering multiple names, group by template and/or quantities.

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**Date Completed:** \_\_\_\_\_

**Subtotal:** \_\_\_\_\_

**Tax:** \_\_\_\_\_

**Received By** \_\_\_\_\_ **Date** \_\_\_\_\_ **Total Amount:** \_\_\_\_\_

## SPECIAL INSTRUCTIONS

**NOTE:** In order to process your job, all areas that apply must be completed. Send this form to the Print Shop along with the file and sample print out.  
Receipt will be sent to Contact Person's email.