

Complete and return to the Public Relations & Marketing Office at the Pecan Campus, room X140.

*All information will be verified with the Office of Human Resources and corrected accordingly.*

Orders **WILL NOT BE PROCESSED** without account manager's signature.

**Allow 4-5 weeks for delivery.**

- Review the completed order form accurately before submitting.
- No attachments will be accepted. Orders will only be processed with the information that appears on this form. Use back side if needed.
- No home phone numbers, personal e-mail accounts or classroom numbers will be printed.
- No drafts will be provided to the requesting department.

Date: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 \_\_\_\_\_  
 Organization Code #: \_\_\_\_\_  
 Print Account Manager Name: \_\_\_\_\_  
 Account Manger Signature: \_\_\_\_\_

## LETTERHEAD

**1 Box = 500 sheets @ \$46.81 /box**

Quantity: \_\_\_\_\_ box(es)

Department **OR** Division: \_\_\_\_\_  
 \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: (956) \_\_\_\_\_ Fax: (956) \_\_\_\_\_

## BUSINESS CARDS

**1 Box (single-sided) = 250 cards @ \$8.43 /box**

**1 Box (double-sided) = 250 cards @ \$17.30 /box**

Check one:

SINGLE-SIDED       DOUBLE-SIDED (see below)\*

Quantity: \_\_\_\_\_ box(es)

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

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

Department **OR** Division: \_\_\_\_\_  
 \_\_\_\_\_

STC e-mail address: \_\_\_\_\_ @southtexascollege.edu

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: (956) \_\_\_\_\_ Fax: (956) \_\_\_\_\_

If applicable:

STC Pager # : \_\_\_\_\_ STC Cellular #: \_\_\_\_\_

Personal Cell# : \_\_\_\_\_

\*Business Card backside text: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## ENVELOPES

**1 Box = 500 envelopes @ \$64.01 /box**

Quantity: \_\_\_\_\_ box(es)

Department **OR** Division: \_\_\_\_\_  
 \_\_\_\_\_

*(All envelopes include the P.O. Box address)*

## SECOND SHEETS

**1 Ream = 500 sheets @ \$19.00 /ream**

Quantity: \_\_\_\_\_ ream(s)