



OFFICIAL BUSINESS CARD and STATIONERY ORDERS

FY 09-10

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)