

1

Billing information

Today's Date _____

Delivery Date _____

You should receive a proof from Creative Communications within 3 days (M-F). If there is a question or problem with your request, you will be alerted to a potential delay.

Contact Name _____

Department _____

Account/Billing Number _____

email _____

Phone Number _____

Quantity: Letterhead 500 1,000 1,500 2,000 2,500 5,000 10,000 other _____

2nd sheets of LH 500 1,000

Type of Envelopes no-window window none needed

Quantity: Envelopes 500 1,000 1,500 2,000 2,500 5,000 10,000 other _____

Delivery Location _____

2

Choose your logo



3

Type your letterhead information

Only fill out the lines needed.

Department _____

Section _____

Address _____

Address (cont.) _____

Phone Number _____

Fax Number _____

email _____

Website _____

Special Instructions _____

4

From the FILE menu choose "SAVE AS" and name this PDF form with the contact person's name. i.e. "john smith.pdf"

5

Click to send as an email attachment to **Creative Communications**

A PDF proof will be sent to the contact person and must be approved before the stationery pieces will be printed.