

1

Billing information

Today's Date _____ Delivery Date _____

Standard turnaround time for letterhead and envelopes is 5-7 business days from the day that the proof is approved. You should expect to receive a proof from Creative Communications within 24 hours (M-F) of your submission.

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



WAKE FOREST
UNIVERSITY



WAKE FOREST
UNIVERSITY

GRADUATE SCHOOL of
ARTS & SCIENCES



WAKE FOREST
UNIVERSITY

SCHOOL of BUSINESS



WAKE FOREST
UNIVERSITY

SCHOOL of DIVINITY



WAKE FOREST
UNIVERSITY

SCHOOL of LAW

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.