

**DREXEL UNIVERSITY PRINTING AND MAILING SERVICES**

General Services Building 3330 Market Street, Phila., PA 19104 Tel: 215 895-2795 Fax: 215 895-1414



**STATIONERY REQUISITION FORM**

COLLEGE OF MEDICINE    COLLEGE OF NURSING AND HEALTH PROFESSIONS    SCHOOL OF PUBLIC HEALTH

**This form should be used in the event your imprint information or logos do not fit the branded standard.**

For standard items (letterhead, 2nd sheets, envelopes, business cards, appointment cards, memo pads and labels).

Note: The minimum quantity for letterhead, envelopes, business and appointment cards is 500. The minimum quantity for memo pads is 10 pads, sized 5½ x 8½ inches, consisting of 100 sheets per pad.

Stationery Text: Print clearly or provide typed copy of the EXACT words you want on your stationery items. You may submit copies of old business cards, letterhead etc. with or without changes. For College of Medicine, see options below.

Complete all information. Fax or email this form and your old stationery samples to

**Fax # 215 895 -1414   bjs37@drexel.edu   ATTENTION: BEVERLY SAMPLE-HALL**

The signature of the person authorizing this order is required to process the job.

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Name of School: \_\_\_\_\_

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

Tel: # \_\_\_\_\_ Fax: # \_\_\_\_\_

Email : \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_

Print Name and Title for above: \_\_\_\_\_

Fund and Organization # \_ \_ \_ \_ \_ / \_ \_ \_ \_ \_

**ORDER INFORMATION** ( Include size & format, if applicable) :

**QUANTITY**

Letterhead \_\_\_\_\_ Second Sheets \_\_\_\_\_

Envelopes \_\_\_\_\_

Business Cards \_\_\_\_\_ Appointment Cards \_\_\_\_\_

Memo Pads \_\_\_\_\_ Crack-n-Peel Labels \_\_\_\_\_  One Color    Two Color

DELIVERY INSTRUCTIONS : complete street address, name of building (if applicable), room # & floor #:

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**For COLLEGE OF MEDICINE only:**

Please review the new design for COM stationery at <http://www.drexelmed.edu/med/FacStaff/brandidentity/>. Indicate your choice below.

LETTERHEAD and MEMO PADS:

IN THE TRADITION OF WOMAN’S MEDICAL COLLEGE OF PENNSYLVANIA AND HAHNEMANN MEDICAL COLLEGE

LINKING TECHNOLOGY TO A TRADITION OF CARING

ENVELOPES:

IN THE TRADITION OF WOMAN’S MEDICAL COLLEGE OF PENNSYLVANIA AND HAHNEMANN MEDICAL COLLEGE

LINKING TECHNOLOGY TO A TRADITION OF CARING