DREXEL UNIVERSITY PRINTING AND MAILING SERVICES

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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: _____

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Name of School: _____

Contact Name: _____

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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