

1 Select Size

Letterhead - Standard - 8.5 x 11

Letterhead - Half Sheet - 5.5 x 8.5

Notepad - Half Sheet - 5.5 x 8.5

Notepad - Quarter Sheet - 4.25 x 5.5

2 Select Quantity

500 1000 Other _____

500 1000 Other _____

500 (10 pads of 50) Other _____

500 (10 pads of 50) Other _____

3 Select Order Type

New
see number 5

Reprint
Existing stationery with no changes
see number 4

Revision
Existing stationery with changes
see number 4

4 Attach sample of existing stationery with any changes clearly marked.
See number 6.

5 Provide Text Information include only information you wish to appear on letterhead

Name _____ Phone _____

Department Name _____ Fax _____

Other _____ Email _____

Carleton College One North College Street Northfield, Minnesota 55057	
Your Name Your Department	507-646-0000 FAX 507-646-0000 email@carleton.edu

Letterhead Sample

From the Desk of . . . Your Name
Carleton College

1/4 sheet Notepad Sample

6 Provide Contact Information

Name _____

Extension _____

Department _____

Account Number (required) _____

7 Return to Publications Office, Leighton 404
1-PUBLIC

Allow 1-2 weeks for delivery.