Carleton College

Letterhead Order

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 ______

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 ____________________________

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.