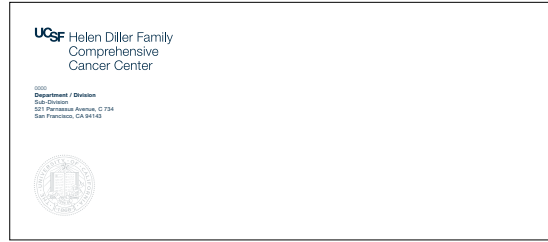


UCSF Helen Diller Family Comprehensive Cancer Center Stationery Samples

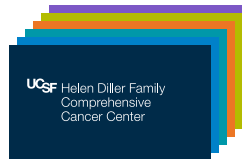
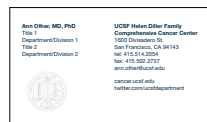
Letterhead



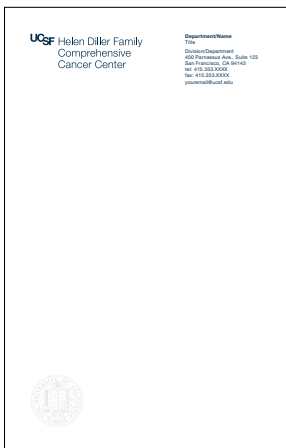
Envelopes (window and oversized envelopes also available)



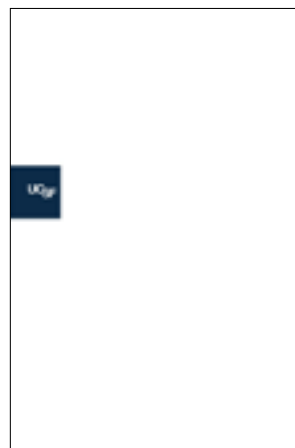
Business Cards



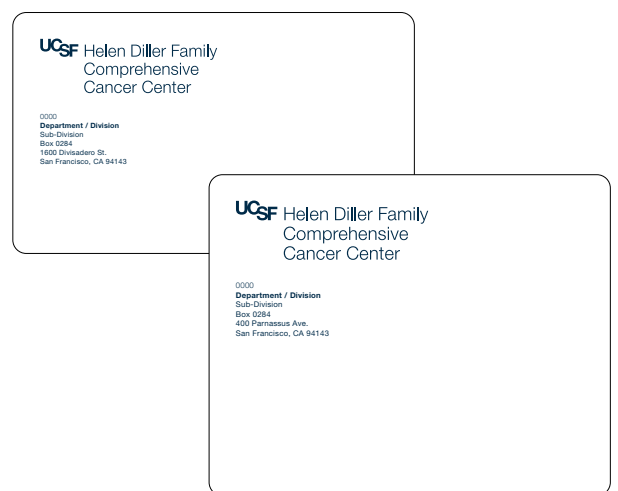
Notepads with imprint



UCSF Generic Notepad



Labels: 3x5 & 4x5



UCSF Helen Diller Family Comprehensive Cancer Center

Stationery Order Form

Contact information:

Name: _____

Address: _____

City, State Zip: _____

Tel: _____ Email: _____

Dept. Chart of Accounts (COA)	Business Unit*	Account	Fund* (4-digit)	Dept ID* (6 digits)
		57301		
Fields with * are required	Project* (7 chars)	Activity Period (2 chars)	Function* (2 chars)	Flexfield (6 chars)

Delivery information:

Customer will pick up at:

Mission Hall
Documents & Media
Service Center
550 16th Street
Room 1504
San Francisco, CA 94143
tel: 415.502.8664

Mission Center Building
Documents & Media
Service Center
1855 Folsom Street
Room 156
San Francisco, CA 94143
tel: 415.514.2054

Parnassus Heights
Documents & Media
Service Center
500 Parnassus Avenue
Millberry Union Garage,
P8 Level, Room 10E
San Francisco, CA 94143
tel: 415.514.2054

Same as contact information (*addtl. delivery fees may apply*)

Shipping to off-campus address (*addtl. shipping fees apply*):

Name: _____

Address: _____

City, State Zip: _____

Tel: _____ Email: _____

CUSTOMER NOTES:

Please save your completed order form and email to UCSF Documents & Media: dm.stationery@ucsf.edu

A pdf proof will be emailed to you for review within 2-3 business days for standard turnaround times.

UCSF Helen Diller Family Comprehensive Cancer Center Stationery

Letterhead	QTY:
Letterhead eTemplate (MS Word file)	QTY:
#10 Envelopes	QTY:
#10 Window Envelopes (<i>standard left window</i>)	QTY:
9x12 Envelopes (<i>catalog style</i>)	QTY:
10x13 Envelopes (<i>catalog style</i>)	QTY:
3x5 Labels	QTY:
4x5 Labels	QTY:
Notepads with Imprint (<i>5.5"x8.5", 20# bond, 50 sheets/pad</i>)	QTY:
UCSF Generic Notepads (<i>5.5"x8.5", 20# bond, 50 sheets/pad</i>)	QTY:

Turnaround time: Standard (*7-10 business days*) Rush (*3-5 business days +25% charge*)

Imprint information:

School or Dept (bolded): _____

Dept/Subdivision: _____

Address: _____

City, State, Zip: _____

Tel 1: _____ Tel 2: _____

Tel 3: _____ Tel 4: _____

Email (ucsf.edu only): _____

Mandatory UCSF website: cancer.ucsf.edu _____

Addtl UCSF website: _____

Personalize: Letterhead Note Pad

**Optional Franking Number
for Envelopes:**

Name: _____

Title: _____

Special instructions and additional information can be included in the Customer Notes field at the bottom of the Contact Information page.