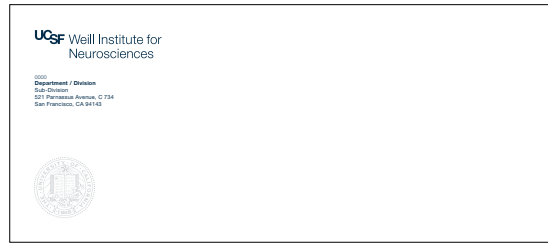


# UCSF Weill Institute for Neurosciences Stationery Samples

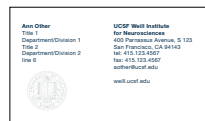
## Letterhead



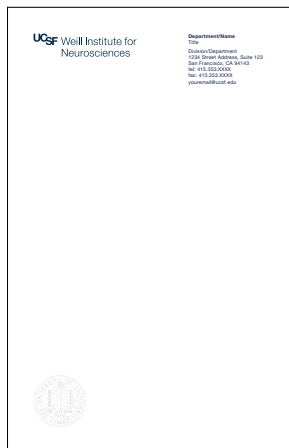
## Envelopes (window and oversized envelopes also available)



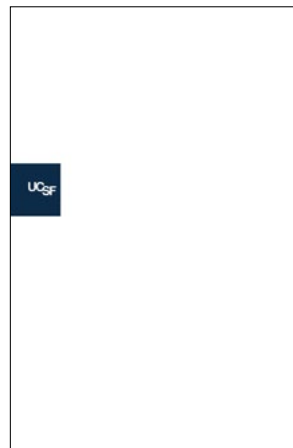
## Business Cards



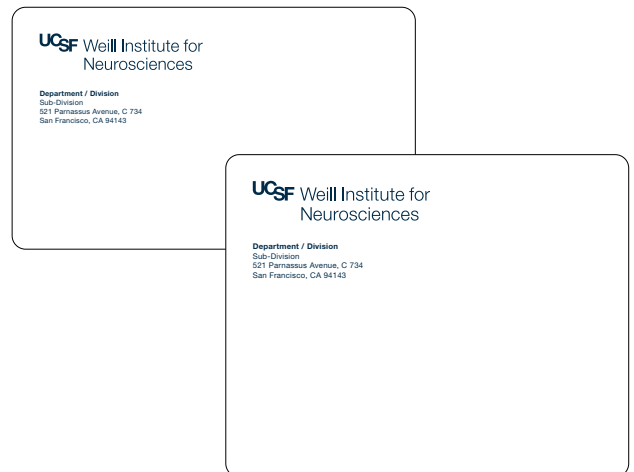
## Notepads with imprint



## UCSF Generic Notepad



## Labels: 3x5 & 4x5



# UCSF Weill Institute for Neurosciences 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)
	<input type="text"/>	57301	<input type="text"/>	<input type="text"/>
Fields with * are required	Project* (7 chars)	Activity Period (2 chars)	Function* (2 chars)	Flexfield (6 chars)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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](mailto:dm.stationery@ucsf.edu)**

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

# UCSF Weill Institute for Neurosciences 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: weill.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.*