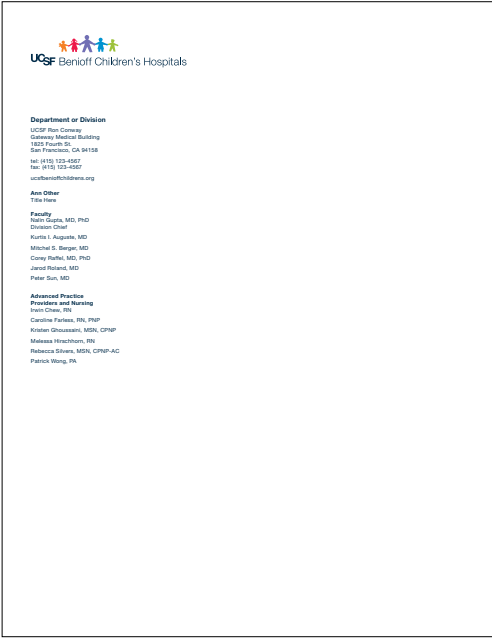


UCSF Benioff Children's Hospitals Samples

Letterhead



Envelopes (larger envelope, window envelopes and labels are also available)



Business Cards



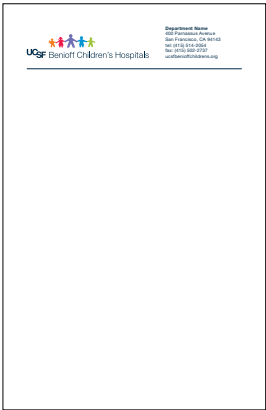
Folders (with two pockets and business card holder)



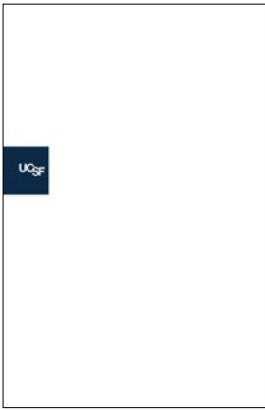
Notecards (blank inside)



Notepad w/ imprint



UCSF Generic Notepad



UCSF Benioff Children's Hospitals 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)

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.

RESET SHIPPING INFO

UCSF Benioff Children's Hospitals Stationery

☐ Letterhead	QTY:
☐ Letterhead eTemplate (MS Word file)	QTY:
☐ #10 Envelopes	QTY:
☐ #10 Window Envelopes (<i>standard left window – black ink only</i>)	QTY:
☐ 9x12 Envelopes (<i>catalog style – black ink only</i>)	QTY:
☐ 10x13 Envelopes (<i>catalog style – black ink only</i>)	QTY:
☐ 3x5 Labels (<i>black ink only</i>)	QTY:
☐ 4x5 Labels (<i>black ink only</i>)	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:
☐ Fold-over Notecards with matching envelopes (<i>50 cards/envelopes in a package</i>)	QTY:
☐ Folders	QTY:

RESET SELECTION/QTY

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

Imprint information:

Dept/Division/Clinic: _____

Address: _____

City, State, Zip: _____

Tel 1: Tel 2:

Tel 3: Tel 4:

Email (ucsf.edu only): _____

Mandatory UCSF website: ucsfbenioffchildrens.org

Addtl UCSF website: _____

RESET IMPRINT

Personalize: ☐ Letterhead ☐ Note Pad

Name: _____

Title: _____

**Franking Number for
Envelopes:** _____

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

Save form & email to dm.stationery@ucsf.edu