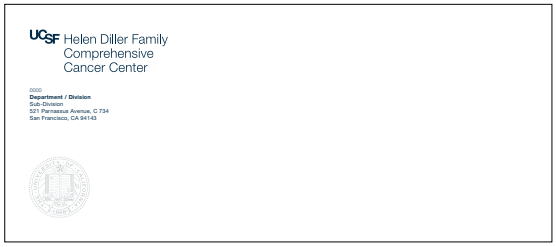
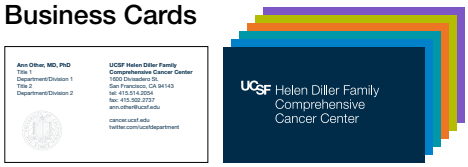
UCSF Helen Diller Family Comprehensive Cancer Center Stationery Samples

Letterhead

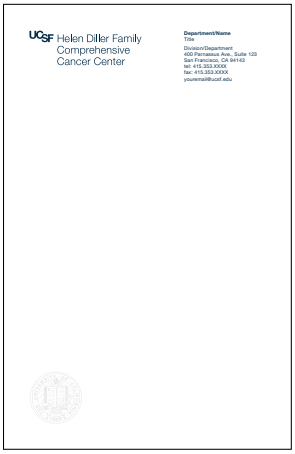
Envelopes (window and oversized envelopes also available)



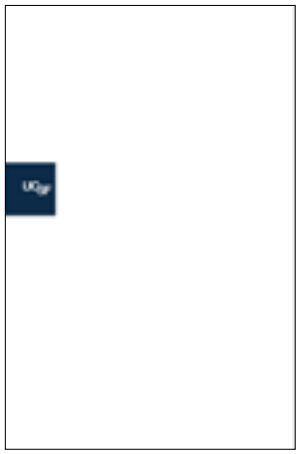
Business Cards



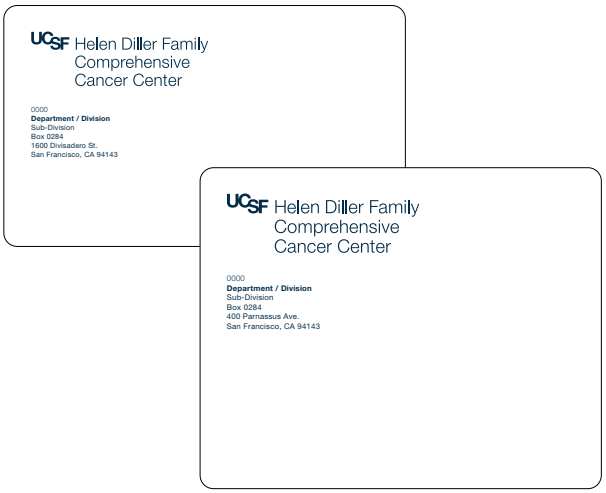
Notepads with imprint



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)

Fields with * are required

Business Unit*	Account	Fund* (4-digit)	Dept ID* (6 digits)
	57301		

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

RESET SHIPPING INFO

☐ **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 *(standard left window)* QTY:
- ☐ 9x12 Envelopes *(catalog style)* QTY:
- ☐ 10x13 Envelopes *(catalog style)* QTY:
- ☐ 3x5 Labels QTY:
- ☐ 4x5 Labels QTY:
- ☐ Notepads with Imprint *(5.5"x8.5", 20# bond, 50 sheets/pad)* QTY:
- ☐ UCSF Generic Notepads *(5.5"x8.5", 20# bond, 50 sheets/pad)* QTY:

RESET SELECTION/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: _____

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