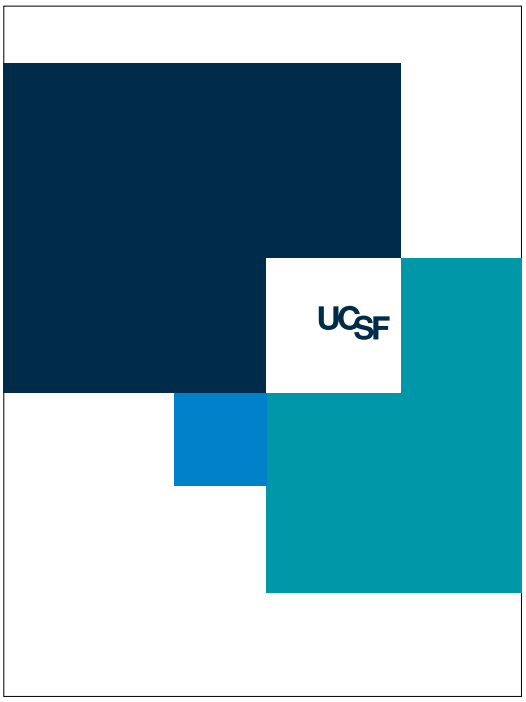
# UCSF Master Brand Stationery Samples (Campus/Academic)

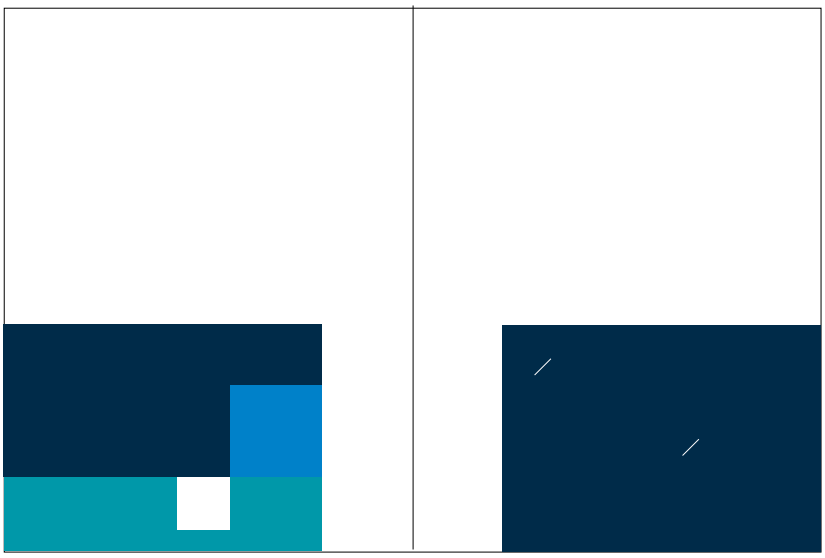
## Letterhead

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

## Business Cards

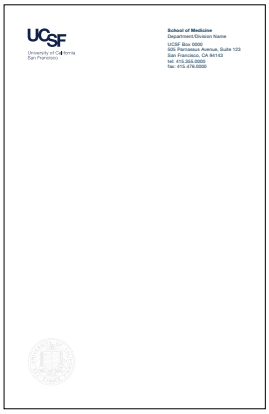
## Folders (with two pockets and business card holder)



## Notecards
(blank inside)

## Notepad w/ imprint




## UCSF Generic Notepad

# UCSF Master Brand 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

☐ **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: _____

RESET SHIPPING INFO

## 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 Master Brand 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:
- ☐ Fold-over Notecards with matching envelopes *(50 cards/envelopes in a package)* QTY:
- ☐ Folders 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: www.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**