

# Envelope & Letterhead Order Form

	Initials
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Today's Date & Time: \_\_\_\_\_ Due Date & Time (ASAP not accepted): \_\_\_\_\_  
Requested By: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Department / School: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Account # (must have to start order): \_\_\_\_\_  
Return Project:  School Mail \_\_\_\_\_  Pick up \_\_\_\_\_  Courier \_\_\_\_\_

## Envelopes

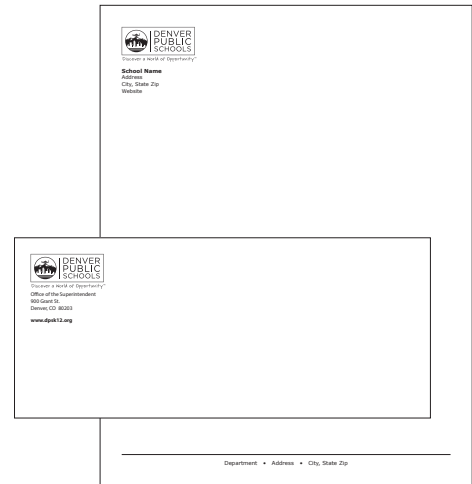
Quantity:  500  1000  Other: \_\_\_\_\_

NOTE: Envelopes are printed in sets of 500

### DENVER PUBLIC SCHOOLS

Name of School / Dept.: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- #9 (3 7/8 x 8 3/8; for return envelope)
- #10 (4 1/8 x 9 1/2; for letter sized documents)
- #10 window (4 1/8 x 9 1/2; for letter sized documents)
- #11 (4 1/2 x 10 3/8; for legal sized documents)
- #11 window (4 1/2 x 10 3/8; for legal sized documents)
- #12 (4 3/4 x 11; for SASI report cards)
- #12 window (4 3/4 x 11; for SASI report cards)



## Letterhead

Quantity:  500  1000  Other: \_\_\_\_\_

NOTE: Letterhead are printed in sets of 500

Name of School / Dept.: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Additional Info (optional): \_\_\_\_\_  
Please send a sample

**SPECIAL INSTRUCTIONS**

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**FOR RICOH USE ONLY**

<b>PRODUCTION</b>	RUN	SIDES	STOCK	SIZE	FINISH	F QTY	SHEETS

MACHINE USED	<input type="text"/>	START	<input type="text"/>
		END	<input type="text"/>
MACHINE USED	<input type="text"/>	START	<input type="text"/>
		END	<input type="text"/>
MACHINE USED	<input type="text"/>	START	<input type="text"/>
		END	<input type="text"/>

\_\_\_\_\_ KEY-OPERATOR                      \_\_\_\_\_ PROOFER OF THE FIRST COPY / SET

# OF CLICKS WASTED: \_\_\_\_\_

<b>FINISHING</b>	TYPE	EXTRAS	QTY	SET-UP	INITIALS

NOTES

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<b>DESIGN</b>	FILE PATH(S):	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">DESIGNER INITIALS</div>
	O:/Orders/	
DESIGN / FILE MANIPULATION FEE(S):		
DESCRIPTION	\$ CHARGE	QTY