

1

### Billing information

Today's Date \_\_\_\_\_

Delivery Date \_\_\_\_\_

**Standard turnaround time for letterhead and envelopes is 5-7 business days from the day that the proof is approved. You should expect to receive a proof from Creative Communications within 24 hours (M-F) of your submission.**

Contact Name \_\_\_\_\_

Department \_\_\_\_\_

Account/Billing Number \_\_\_\_\_

email \_\_\_\_\_

Phone Number \_\_\_\_\_

Quantity: Letterhead    500    1,000    1,500    2,000    2,500    5,000    10,000    other \_\_\_\_\_

    2nd sheets of LH    500    1,000

Quantity: Envelopes    500    1,000    1,500    2,000    2,500    5,000    10,000    other \_\_\_\_\_

Type of Envelopes    no-window    window

Delivery Location \_\_\_\_\_

2

### Choose your logo



WAKE FOREST  
UNIVERSITY



WAKE FOREST  
UNIVERSITY  
SCHOOL of MEDICINE



WAKE FOREST  
UNIVERSITY  
GRADUATE SCHOOL of  
ARTS & SCIENCES



WAKE FOREST  
UNIVERSITY  
SCHOOLS of BUSINESS



WAKE FOREST  
UNIVERSITY  
SCHOOL of DIVINITY



WAKE FOREST  
UNIVERSITY  
SCHOOL of LAW

3

### Type your letterhead information

*Only fill out the lines needed. Wake Forest Letterhead should represent the School's Department and Sections only. If you need customized letterhead please add the additional information below.*

Department \_\_\_\_\_

Section \_\_\_\_\_

Address \_\_\_\_\_

Address (cont.) \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Website \_\_\_\_\_

The WFU letterhead should only be mailed in an envelope with the same logo.

**If you do NOT need matching envelopes check here.**

Special Instructions \_\_\_\_\_

4

**From the FILE menu choose "SAVE AS" and name this PDF form with the contact person's name. i.e. "john smith.pdf"**

5

Click to send as an email attachment to **Creative Communications**

**A PDF proof will be sent to the contact person and must be approved before the stationery pieces will be printed.**