



California State University
SAN MARCOS

PROCUREMENT & SUPPORT SERVICES

ENVELOPE ORDER FORM

VENDOR CONTACT INFORMATION

| | |
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| Palomar Pen and Office Supply 700 S. Rancho Santa Fe #C San Marcos, California 92069 | Sales Rep: Craig Morrison Telephone: (760) 744-7634 Fax No.: (760) 727-6826 |
|--|--|

ORDER DATE: _____

INSTRUCTIONS

| | |
|---|---|
| <ol style="list-style-type: none"> Fill in appropriate information. Print this page as your order form. Fax to Palomar Pen. Make copy of the envelope and indicate changes. | <p>Note: Any deviations from the standard CSUSM Graphic Standards will result in additional cost to your department. All orders will be delivered to Materials Management.</p> |
|---|---|

ORDER INFORMATION

| QTY. | Unit | Description | Unit Price | | Total |
|----------------------------------|--|------------------------------|--------------------|------------------|-------|
| | | | Black Ink | Blue Ink | |
| | 1,000/5,000 box | #10 Regular, White Wove | \$88.00/\$78.00 | \$108.00/\$88.00 | |
| | 1,000/5,000 box | #10 Regular, Classic Linen | \$179.00 | \$189.00 | |
| | 1,000/5,000 box | #10 Clear Window, White Wove | \$106.00/\$88.00 | \$116.00/\$98.00 | |
| | 1,000/box | #9 Regular, White Wove | \$94.00 | \$108.00 | |
| | 1,000/box | #9 Clear Window, White Wove | \$102.00 | \$110.00 | |
| One Lot | Press wash charge for Blue Ink only. Not to exceed \$40.00 | | \$40.00 | | |
| Deliver to: Name: | | | Subtotal | | |
| Department: Building Room | | | Tax @ 7.75% | | |
| | | | TOTAL | | |

PAYMENT METHOD

| | | | | |
|-----------------------------------|------------------------------|--|-------------------------|-------|
| <input type="checkbox"/> Pro Card | Account Number: | | Expiration Date: | MM/YY |
| | Cardholder Name: | | Extension No: | X |
| | Cardholder Signature: | | Date Signed: | |