



## PROCUREMENT & CONTRACTS

### ENVELOPE ORDER FORM

#### VENDOR CONTACT INFORMATION

Palomar Pen and Office	<b>Sales Rep:</b> Craig Morrison
663 S. Rancho Santa Fe #158	<b>Telephone:</b> (760) 727-1623
San Marcos, California 92078	Email: rcmorrison@sbcglobal.net

**ORDER DATE:**

#### INSTRUCTIONS

1. Fill in appropriate information.
2. Make copy of the envelope and indicate changes.
3. Email to Palomar Pen.

Note: Any deviations from the standard CSUSM Graphic Standards will result in additional cost to your department.  
**All orders will be delivered to Distribution Services.**

#### ORDER INFORMATION

QTY.	Unit	Description	Unit Price		Total
			Black Ink	Blue Ink	
	1,000/5,000 box	#10 Regular, White Wove	\$113.00/\$79.00	\$205.00/\$123.0	
	1 Box of 500	#10 Regular, White Wove	\$85.00		
	1,000/5,000 box	#10 Clear Window, White Wove	\$145.00/\$106.00	\$225.00/\$138.00	
	1,000/box	#9 Regular, White Wove	\$113.00	\$205.00	
	1,000/box	#9 Clear Window, White Wove	\$145.00	\$225.00	
			Subtotal		
			Tax @ 7.75%		
			TOTAL		

**Deliver to: Name:**

**Department:**      **Building**      **Room**

#### PAYMENT METHOD

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