

PROCUREMENT & SUPPORT SERVICES
LETTERHEAD ORDER FORM

VENDOR CONTACT INFORMATION

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
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ORDER DATE:

INSTRUCTIONS

1. Fill in appropriate information.
2. Print this page as your order form.
3. Fax 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 Materials Management.

LETTERHEAD TEMPLATE- Fill in appropriate information



California State University
SAN MARCOS


Department Name California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001

Tel: 760.750. Fax: 760.750. email address@csusm.edu www.csusm.edu/Department URL

ORDER INFORMATION

QTY.	Unit	Description	Unit Price		Total
			Black Ink	Blue Ink	
	500 per box	Letterhead, Classic Linen	\$84.00	\$93.00	
	500 per box	Letterhead, White Wove	\$46.00	\$56.00	
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 Visa	Account Number:		Expiration Date:	MM/YY
	Cardholder Name:		Extension No:	X
	Cardholder Signature:		Date Signed:	