# STATIONERY PROOF SHEET

FOAPAL: _____

The submitting of this proof sheet and accompanying purchase requisition signifies the below stationery request is approved for processing. The requesting department accepts liability for all costs of production. All requestor initiated changes that constitute additional work will be charged extra according to the time involved in completing the change. All submitted requests for University stationery without this proof sheet will be considered incomplete and returned to the requestor.

**ACCURACY IS IMPERATIVE: Please write your information exactly as you want it to appear.**

Name: _____

Title: _____

_____

Office Phone: _____ Mobile Phone: _____

Fax: _____ Additional Phone: _____

WesternU E-mail: _____

College/Department Name: _____

_____

Primary Campus Address: _____

_____

**INDICATE ITEM, QUANTITY AND COLOR WHERE APPLICABLE FOR THE ABOVE NAME**

| Item | Quantity | Option/Color |
|---|---|---|
| Business Cards (qty 100, 250, 500 or 1,000) | | A \| B \| C |
| Letterhead (qty 500, 1,000, 1,500, or 2,000) | | Color \| Black |
| Blank Second Sheet (qty 500, 1,000, 1,500, or 2,000) | | NA |
| Notepads (5.5" x 8.5") (qty 500 or 1,000) | | Black Only |
| Presentation Card w/ A2 Envelope | | Color \| Black |
| #10 Envelope (qty 500, 1,000, 1,500, or 2,000) | | Color \| Black |
| #10 Window Envelope (qty 500, 1,000, 1,500, or 2,000) | | Black Only |
| #9 Business Reply Envelope (qty 500, 1,000, 1,500, or 2,000) | | Black Only |
| Catalog Envelopes 6" x 9.5" (qty 500, 1,000, 1,500, or 2,000) | | Black Only |
| Catalog Envelopes 9" x 12" (qty 500, 1,000, 1,500, or 2,000) | | Black Only |
| Catalog Envelopes 10" x 13" (qty 500, 1,000, 1,500, or 2,000) | | Black Only |

# New WesternU Business Cards










## BUSINESS CARD FRONT

**3 options depending on Administration or College**

**Quantities of 100, 250, 500 or 1,000**

**A. White front no address:** University-level administration and departments (e.g. External Affairs or Institutional Shared Services) with no address on front.

**B. White front with all addresses listed:** University-level administration and departments that want to list all of the campus addresses.

**Paper:** 120# White Opaque (uncoated/matte)

**Ink:** burgundy and black both sides

**100 = $28.80**
**250 = $55.54**
**500 = $97.42**
**1,000 = $166.62**

**C. Burgundy front for colleges and college departments**

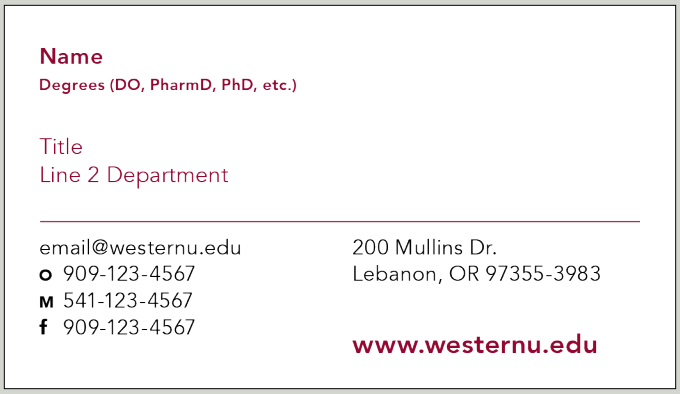
**Paper:** Kelly Tango C1S 16pt
Coated 1 side = the paper is shiny on the front (burgundy side) and matte on the back.

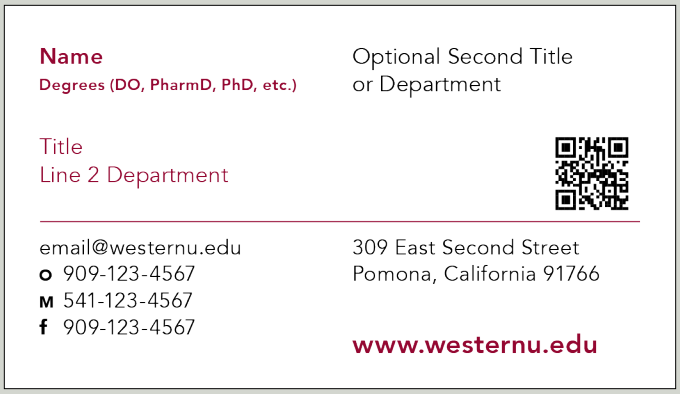
**Ink:** burgundy and black both sides

**100 = $28.88**
**250 = $55.18**
**500 = $96.62**
**1,000 = $164.54**

## BUSINESS CARD BACK

Optional QR code — employee must supply their own



# New WesternU Letterhead

**Paper:** 70# white Accent Opaque text for letterhead with matching envelope

**Ink:** (2 options)
A. Full color with bleed (prints to edge) or
B. Black ink only no bleed

**Option A Quantities and Price**
**500 = $118.46**
**1,000 = $ 88.65**
**1,500 = $262.02**
**2,000 = $336.31**

Option A Letterhead Color




Option B Letterhead Black




**Option A Quantities and Price**
**500 = $169.85**
**1,000 = $289.57**
**1,500 = $412.18**
**2,000 = $535.32**

#10 Envelope color




#10 Envelope black ink only no seal



# New WesternU Presentation Card

**Paper:** 80# Cover Accent Opaque for card with matching 60# envelope

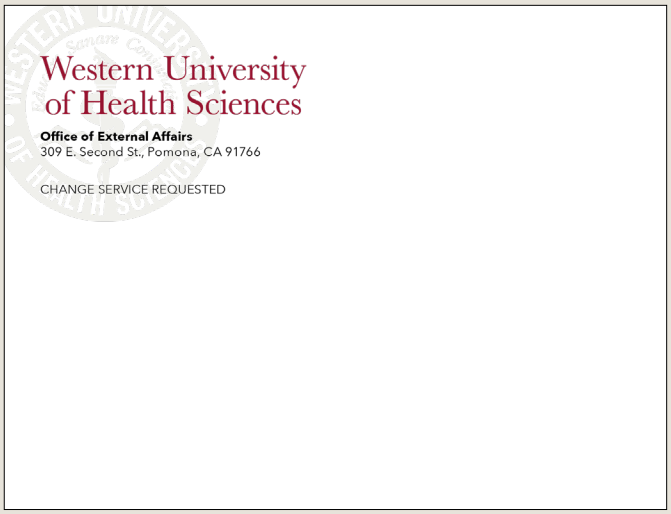
**Ink:** (2 options)
A. Full color with bleed (prints to edge) or
B. Black ink only no bleed

**Option A Quantities and Price**
**100 = $174.57**
**250 = $236.87**
**500 = $337.88**
**1,000 = $514.85**

Option A Presentation Card Color




#A2 Presentation card envelope




Option B Presentation Card Black




#A2 Presentation card envelope

