

Modesto Junior College

Graphics: Irene Nunez (209) 575-6389 • East Campus Morris Memorial 208F

Please email or interoffice mail to Irene Nunez. **Do Not send to Duplicating.**

Letterhead and Envelope (MJC, Columbia and YCCD) - Request Form

Customer/Department: _____

Date: _____

Requested by: _____

Needed by: _____

Phone: _____ Quantity: _____ Price: _____

Turn around time is
10-15 work days.

Datatel Acct. #: _____

Letterhead - Printed in color.

MJC Columbia YCCD Other, note below.

Paper Stock	Quantity	Cost
<input type="checkbox"/> Bond 20lb white paper.	500	\$30.00
<input type="checkbox"/> Premium 24lb white paper.	500	\$45.00



Envelope - Printed in color.

MJC Columbia YCCD Other, note below.

Paper Stock	Quantity	Cost
<input type="checkbox"/> #10 white. Standard mailing size.	500	\$26.00
<input type="checkbox"/> #10 white. Standard mailing size. With Window.	500	\$35.00
<input type="checkbox"/> #9 white. Fits inside #10 envelope.	500	\$25.00
<input type="checkbox"/> A2 white. Invitation/Notecard size.	1	.10
<input type="checkbox"/> A2 white. Invitation/Notecard size. No printing.	1	.07
<input type="checkbox"/> Other. Special order. Describe below.	Estimated	



Explanation of order and changes. Send sample of previous print.
