



## LETTERHEAD ORDER FORM

- A requisition must be entered in with the description Letterheads and the number of letterheads requested. Pricing is as follows:
  - 500 Letterheads – \$84
  - 1,000 Letterheads – \$118
  - 2,500 Letterheads – \$240
- This completed form is to be attached as a file to the requisition. Please note only the fillable fields will be customized.
- The requestor will be notified via phone or e-mail when the letterheads are ready for pick up from the Procurement Services Office.

Contact Name: \_\_\_\_\_

Contact Phone#: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Department/Office \_\_\_\_\_ • Building \_\_\_\_\_, Room \_\_\_\_\_ • New Jersey City University • 2039 Kennedy Boulevard • Jersey City, NJ 07305-1597  
TEL: (201)200- \_\_\_\_\_ Ext \_\_\_\_\_ • FAX: (201)200- \_\_\_\_\_ Ext \_\_\_\_\_ • www.njcu.edu/ \_\_\_\_\_ Vanity URL \_\_\_\_\_

**PROCUREMENT OFFICE USE ONLY:**

Requisition#: \_\_\_\_\_ PO#: \_\_\_\_\_ Order#: \_\_\_\_\_