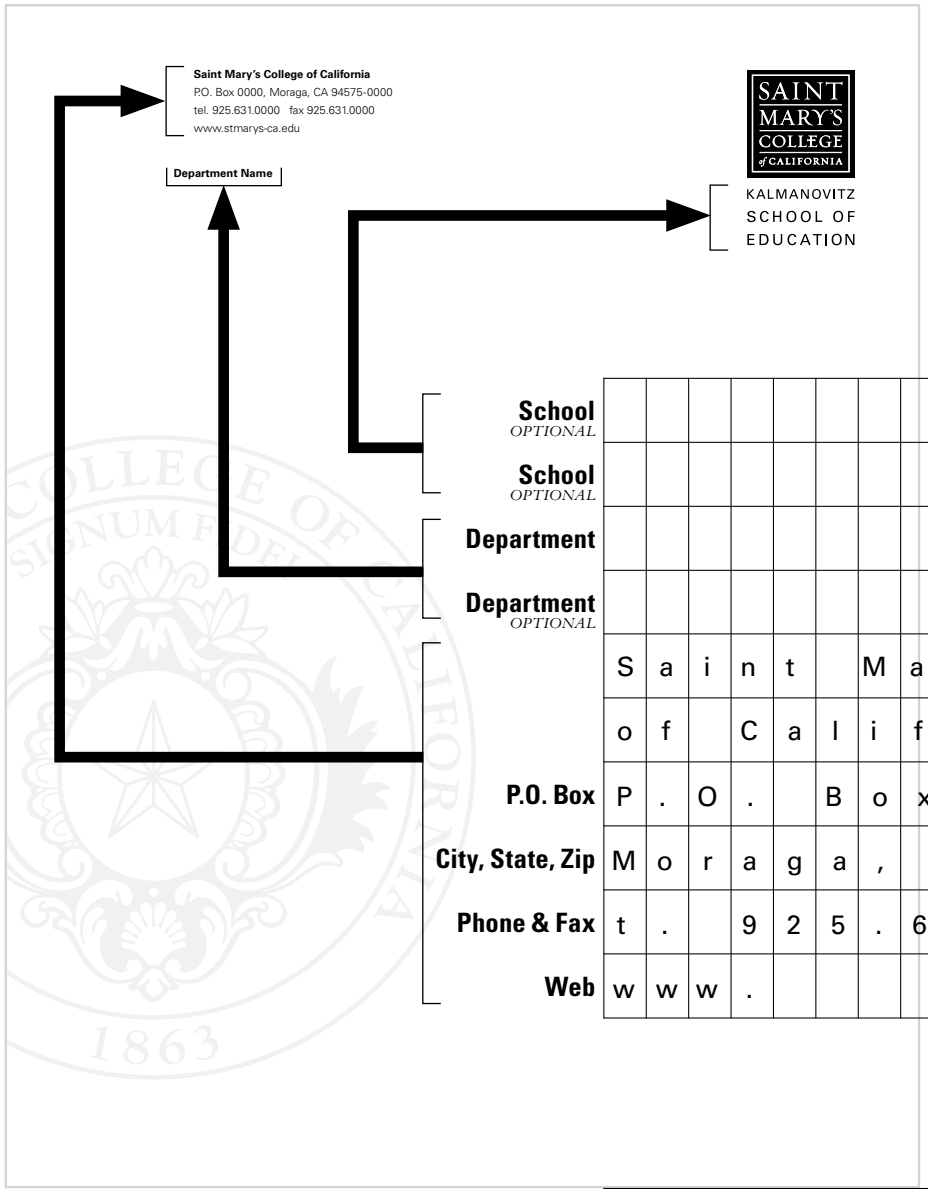
Letterhead Typesetting Order Form

Please follow example for information to be included on letterhead as you fill out the form below, and print clearly, one character per space. Note that e-mail addresses will not be printed on College letterhead.

Attach this form to Printshop Business System Order Form and get authorized signature before submitting to the Printshop. Keep a copy of this form for your records.

Submit to the Printshop by the **last Monday of the month**. Delivery will be by the end of the 2nd week of the following month. Thank you.



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