

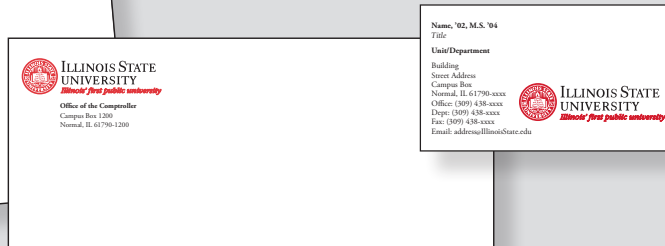
Standard university stationery available at Printing Services

Illinois State University continues its effort to promote a consistent and dynamic identity. Any orders for letterhead, envelopes, and business cards will be printed with the look shown here. Call 438-3647 with questions.



To order the following three products, send a completed Request for Printing Services form via campus mail to Printing Services, Campus Box 3420.

Letterhead	\$73.85 (first 500)	\$35.05 (additional 500)
Business envelope (#10)	\$78.35 (first 500)	\$34.80 (additional 500)
Business cards	\$29.45 (250)	\$38.30 (500)



To order note cards, send a completed Request for Printing Services or Paper Supply order form via campus mail to Printing Services, Campus Box 3420.

Note cards



Fold over card (6.25" x 4.5") and envelope

With department name on front of card (Print Request):

Style 155 cents each (minimum order 250)

Envelope with ISU logo and department name.....25 cents each (minimum order 250)

Without department name (Paper Supply):

Style 1 and 235 cents each (no minimum)

Envelope with ISU logo20 cents each (no minimum)

Imprinting of interior available at additional cost. Call 438-3647 for estimate.

Panel card (5.5" x 4.25") with envelope

With department/individual name on front of card (Print Request):

Panel card as shown45 cents each (minimum order 250)

Envelope with ISU logo and department name.....20 cents each (minimum order 250)

Without department/individual name (Paper Supply):

Panel card.....35 cents each (no minimum)

Envelope with ISU logo20 cents each (no minimum)

Envelopes plain..... 10 cents each (no minimum)

Watch IllinoisState.edu/identity and the Illinois State *Report* for other updated identity items throughout the year, including guidelines for editorial style and the use of the University's marks in print and Web communications.



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