
LOYOLA – LETTERHEAD/MEMO PAD ORDER FORM

Date: _____

Order #:S_____

Custom Letterhead

Top Right and Left Custom Letterhead – 3 Color _____

Top Right and Left Custom Letterhead – B&W _____

Top Left Custom Letterhead – 3 Color _____

Top Left Custom Letterhead – B&W _____

Memo Pads – 5 Pads of 100 Sheets Each

Memo Pads – 3 Color _____ 5.5x8.5” or 4.25x5.5”

Memo Pads – Maroon Ink _____ 5.5x8.5” or 4.25x5.5”

Memo Pads – B&W _____ 5.5x8.5” or 4.25x5.5”

Loyola Logo: _____

Rambler Logo: _____

Quantity: 500 _____ 1,000 _____ Other _____

Check here for Heath Sciences Divison: _____

Name: _____

Title Line: _____

Division: _____

Department: _____

Department Line 2: _____

Campus: _____ Lake Shore Campus _____ Water Tower Campus

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Special Instructions: _____

Requestor Name: _____ **Email:** _____

Account Number: _____

Requested Ship Date: _____

Pick-up/Delivery: _____ **Location:** _____