

UAS STATIONERY ORDER | REQUEST FOR QUOTE

Questions? Contact the
UAS Public & Media Relations
(907) 796-6530.

1 Job Contact Person:

Name: _____ Dept: _____ Tel: _____ Fax: _____ E-mail: _____

2 I would like to order:

Envelopes Quantity _____ Letterhead Quantity _____ Business Cards Quantity _____

View full size stationery
www.uas.alaska.edu/pr
designs online at

3 I select these design options:



Yes, I would like to select 100% recycled paper and soy inks.*

Department
11120 Glacier Highway
Juneau, Alaska 99801-8697
Tel: (907) 796-XXXX
Fax: (907) 796-XXXX
E-mail: XXXX@uas.alaska.edu

**UNIVERSITY OF ALASKA
SOUTHEAST**
learn · engage · change

Letterhead 1

Department
11120 Glacier Highway
Juneau, Alaska 99801-8697
Tel: (907) 796-XXXX
Fax: (907) 796-XXXX
E-mail: XXXX@uas.alaska.edu

**UNIVERSITY OF ALASKA
SOUTHEAST**
learn · engage · change

Letterhead 2

UAS
UNIVERSITY OF ALASKA
SOUTHEAST
learn · engage · change

Department
11120 Glacier Highway
Juneau, Alaska 99801-8697

Envelope default envelope design

Business Card 1

**UNIVERSITY OF ALASKA
SOUTHEAST**
learn · engage · change

Name
Position
Department

11120 Glacier Highway, Juneau, Alaska 99801
Tel: (907) 796-XXXX Toll Free: 1-877-465-4827
Fax: (907) 796-XXXX Cell: (907) 957-XXXX
XXXX.XXXX@uas.alaska.edu www.uas.alaska.edu

allows for 4 phone numbers

Business Card 2

**UNIVERSITY OF ALASKA
SOUTHEAST**
learn · engage · change

Name
Position
Department

11120 Glacier Highway
Juneau, Alaska 99801
Tel: (907) 796-XXXX
Toll Free: 1-877-465-4827
Fax: (907) 796-XXXX
XXXX.XXXX@uas.alaska.edu

allows for 3 phone numbers

Business Card 3

**UNIVERSITY OF ALASKA
SOUTHEAST**
learn · engage · change

Name
Position
Department

11120 Glacier Highway
Juneau, Alaska 99801
Tel: (907) 796-XXXX
Toll Free: 1-877-465-4827
Fax: (907) 796-XXXX
XXXX.XXXX@uas.alaska.edu

allows for 3 phone numbers

Default UAS Campus Addresses

Juneau: 11120 Glacier Highway,
Juneau, Alaska 9980-8697

Ketchikan: 2600 Seventh Avenue,
Ketchikan, Alaska 99901-5728

Sitka: 1332 Seward Avenue,
Sitka, Alaska 99835-9418

4 Information for stationery:

Envelope

Letterhead

Business Card

Department Mailing Code: _____	Department: _____	Name: _____
Department: _____	Campus Address: <input type="checkbox"/> JUN <input type="checkbox"/> SIT <input type="checkbox"/> KET	Position: _____
Campus Address: <input type="checkbox"/> JUN <input type="checkbox"/> SIT <input type="checkbox"/> KET	<input type="checkbox"/> Other: _____	Department: _____
<input type="checkbox"/> Other: _____	Tel: _____	Campus Address: <input type="checkbox"/> JUN <input type="checkbox"/> SIT <input type="checkbox"/> KET
	Fax: _____	<input type="checkbox"/> Other: _____
	E-mail: _____	Tel: _____
		Fax: _____
		Cell:** _____
		E-mail: _____

5 Place my order:

1. E-mail or print and fax this form for a **price quote** to any of the printers listed.
2. Use the printer's **price quote** to obtain purchasing information from your department.
3. Provide the purchasing information (P.O., call no., or credit card) to the printer to **initiate the job**. Include the delivery address for the finished stationery.

Participating Printers

Printing Trade Co. Juneau: Tel: (907) 789-7636, Fax: (907) 789-9472, E-mail: ptc@alaska.com
Alaska Litho, Inc. Juneau: Tel: (907) 586-3170, Fax: (907) 463-4924, E-mail: shane@aklitho.com

*Standard UAS stationery paper contains 30% post-consumer waste & is printed with soy inks. **only available on Business Card 1 design