

# 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](http://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](http://www.uas.alaska.edu)

*allows for 4 phone numbers*

### Business Card 2

**UNIVERSITY OF ALASKA  
SOUTHEAST**  
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**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

[www.uas.alaska.edu](http://www.uas.alaska.edu)

*allows for 3 phone numbers*

### Business Card 3

**UNIVERSITY OF ALASKA  
SOUTHEAST**  
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**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

[www.uas.alaska.edu](http://www.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](mailto:ptc@alaska.com)  
**Alaska Litho, Inc.** Juneau: Tel: (907) 586-3170, Fax: (907) 463-4924, E-mail: [shane@aklitho.com](mailto:shane@aklitho.com)

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