UCSF Medical Center
STATIONERY ORDER FORM

DOCUMENTS, MEDIA & MAIL
ONLINE ORDERING AVAILABLE AT HTTP://CAMPUSLIFESERVICES.UCSF.EDU

MST FORM

- To receive additional order forms, visit our web-site at: http://campuslifeservices.ucsf.edu
- For UCSF Medical Center Business and Appointment Cards, please use the UCSF Medical Center Business Card Order Form (MBC Form).
- IMPORTANT – This form is only to be used to order UCSF Med. Ctr. stationery items. These stationery items are directed mainly to patients, the community at large, and health care providers that refer patients to the UCSF Med. Ctr. There are separate forms to order stationery for Academic (AS form) Children's Hospital (CS form) or Sports Medicine (SMS form).
- FAX THIS ORDER TO: (415) 502-2737 OR Send to Campus Mail Box 0284
- If you have not received a fax proof within 4 working days or for order inquiries, please call (415) 502-2740.

Please read the following questions to establish proper form use.

1. **Does the area you are ordering items for primarily see pediatric patients?**
   If yes, please use the UCSF Children's Hospital order form instead of this one.
2. **Are you part of the UCSF Comprehensive Cancer Center?**
   If yes, please use the UCSF Stationery Order Form instead of this one.
3. **Are you part of Sports Medicine?**
   If yes, please use the UCSF Sports Medicine Stationary order form instead of this one.

Please circle yes or no for the following questions.

4. **Are you part of UCSF Women's Health?** Yes No
   Are you part of UCSF Home Health Care? Yes No
   Are you located at 1600 Divisadero? Yes No

Contact Information

Contact Name	Contact Phone ( )	Contact Fax ( )	Date
E-mail	Fund (5 digits) / DPA (6 digits)	P. O. Number	

IMPRINT INFORMATION - Please Type or Print in Black or Blue Ink EXACTLY How You Wish Information to Appear

Individual's Name	Individual's Title	Department Name		
Office Address (Please include Box Number)	City	State	Zip-Box No.	Franking #
Additional space for address				
Phone Number	Fax Number	Pager Number	E-mail	
Manager's Signature for Approval		**REPRINT NUMBER** (*This will help us expedite your order.*)		

PROOFS - Documents, Media & Mail will fax a proof from the information provided. Any additional customer changes after the first proof will result in additional **$15 charge each typesetting change. If you have not received a proof within 4 working days, please give us a call. If your order is a reprint you will not receive a proof.**

STANDARD ORDERS will be delivered **7-10** working days after Reprographics receives **final** signed proof.

RUSH ORDERS are available for an additional 25% charge and will be delivered **3-5** working days after Reprographics receives **final** signed proof.

FOR OFFICE USE ONLY

Quantities	250	500	1000	Over 1000
UCSF Medical Center Letterhead	N/A	❑	❑	❑_____
Blank Second Sheets (Matching Stock Only)	N/A	❑	❑	❑_____
UCSF Medical Center Inter-Departmental Memo (Black Ink Only)	N/A	❑	❑	❑_____
UCSF Medical Center #10 Business Envelopes	N/A	❑	❑	❑_____
UCSF Medical Center #10 Business Window Envelopes	N/A	❑	❑	❑_____
UCSF Medical Center 9 x 12 Envelopes	N/A	❑	❑	❑_____
UCSF Medical Center 3 x 5 Labels - (4 up) For use on a Laser Printer.	❑	❑	❑	❑_____
UCSF Medical Center 4 x 5 Labels - (4 up) For use on a Laser Printer.	❑	❑	❑	❑_____

Word E-Stationery Package ❑ Set of 4 templates, one set per order form.

UCSF 9 x 12 Presentation Folders ❑ White Outside Qty._____

UCSF Notepads (5.5 x 8.5, 2 Color) Pads of 50 sheets (min. 10 pads) Qty._____

❑ Imprinted with Name and Department

UCSF Fold-over Notecards with matching Envelopes / Packs of 50 (custom imprinting available) Qty._____packs

Price List

Letterhead
500 .....$92.00
1000 .....$142.00

Blank Second Sheets
(no seal, rule or logo)
500 .....$21.00

Envelopes - #10 Regular
500 .....$106.00
1000 .....$162.00

Envelopes - #10 Window
500 .....$133.00
1000 .....$183.00

Envelopes - 9 x 12
500 .....$236.00
1000 .....$323.00
10 x 13 and #9 Return envelopes also available

Mailing Labels
4 up on a 8.5 x 11 sheet. Price is based on 250 labels, not sheets.
3 x 5 and 4 x 5 - 250/Pkg. $90.00

Word Templates
Word E-Stationery Pkg. $65.00
Letterhead, Letterhead - second sheets
Fax Cover Sheet, Inter-Departmental Memo
Word Template Instructions

Presentation Folders
White .....$2.25 each

Notepads -5.5 x 8.5, 50 sheets per pad
10 Pads .....Custom imprinting $141.00
20 Pads .....Custom imprinting $153.00

Fold-over Cards & Envelopes
Pack of 50 .....$38.00
(Call for custom imprinting prices)

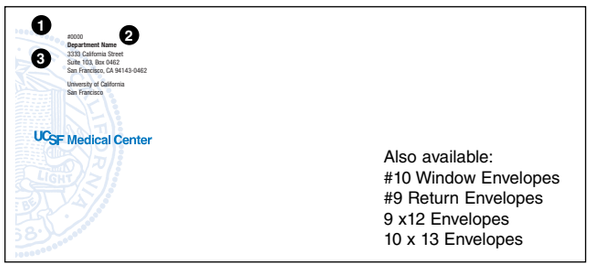
UCSF Medical Center STATIONERY ORDER FORM

Sample Illustrations

These samples illustrate the areas for imprint. Certain areas will have a Level 2 name under the UCSF Medical Center logo. These departments may also have a designated second color instead of the blue you see on these samples. Due to UCSF Medical Center identity specifications, variations cannot be accommodated.

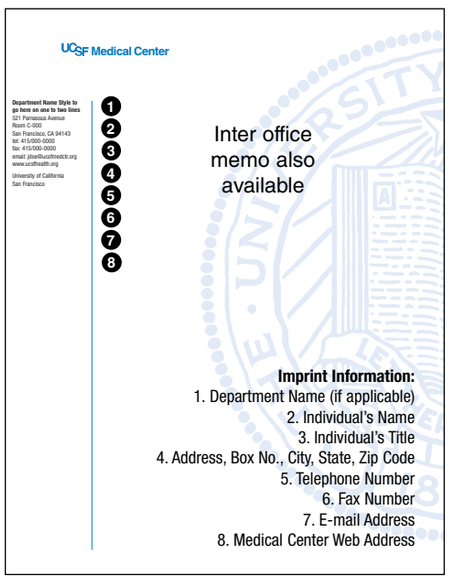
An original form must be completed for each order item submitted.

2–Color Standard #10 Envelopes

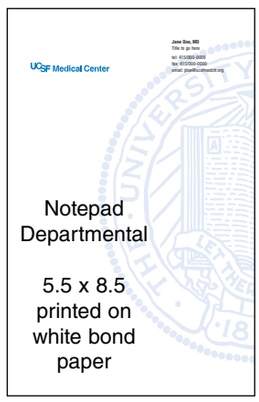


Imprint Information:
1. Franking Number
2. Department
3. Address, Box No., City, State, Zip Code

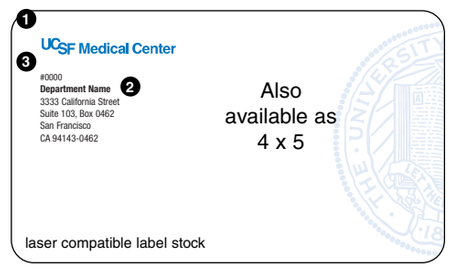
Medical Center Letterhead



Notepads

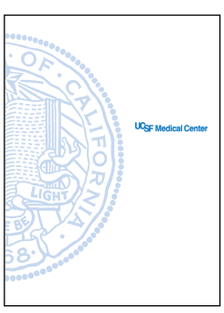


2–Color 3x5 Mailing Labels



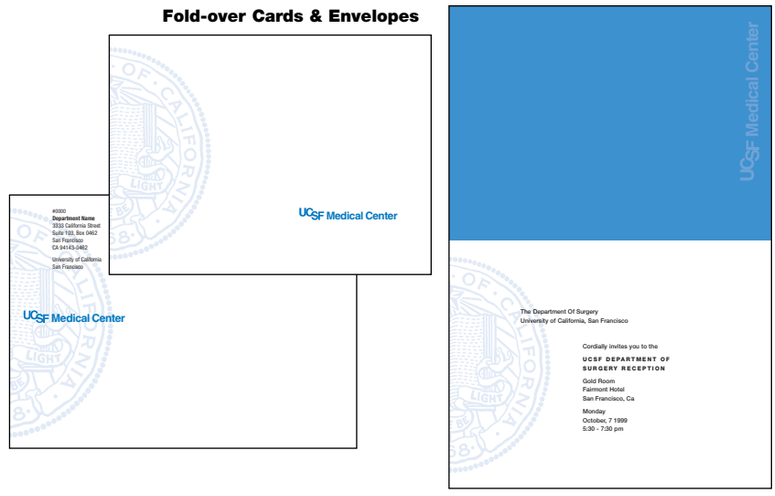
Imprint Information:
1. Franking Number
2. Department
3. Address, Box No., City, State, Zip Code

Presentation Folders



White 9 x 12
2 inside pockets

Fold-over Cards & Envelopes



DELIVERY INFORMATION: *This will not appear on printed material.*

Attention:

Address/Location: (*we cannot deliver to campus box numbers*)

If delivery information is not complete, order will be sent to imprint address.

Unless noted, stationery items are printed on Everest

100% Post-Consumer Waste Paper*

Everest, a premium writing, text, and cover stock is an alternative to traditional virgin tree fiber paper. Everest is made with 100% post-consumer waste (PCW), and processed-chlorine free. It offers superior formation, high (90) brightness and excellent opacity.

It carries impressive tactile qualities similar to the feel of cotton. Everest Writing will perform remarkably well in copiers and laser printers.

Using one ton of Everest instead of virgin fiber paper saves 17 full grown trees; 6,000 gallons of water; 4,100 kilowatt hours of electricity (enough to power an average home for close to 6 months); 60 pounds of air pollution effluents, and 3 cubic yards of land fill space.

All Stationery Items are Acid Free and Completely Recyclable Printed using Soy-Based Inks

*Post Consumer Waste (PCW) is printed paper that we, the consumer, have used and thrown away. This waste, which would normally go into a landfill, is diverted from the landfill by going to a recycling bin. The paper is then brought to a facility to be de-inked or "washed," and then used as paper pulp.