

Printing Services

Instructions:

- 1. Please type or print all information and fill in each field as you wish it to appear (i.e. Department of ..., School of..., etc.).
- To expedite your order, please complete all the information below. Where there is a check box, please check the box to the front of your selection. You may also visit our website at www.lsu.edu/pas and order your business cards online.
- 3. No request may be processed without a valid budget code number or cash payment

Contact Name	Department Name	Incoming Date		
Day Phone	Budget Code/Cash	Pick up or Deliver		
Cell/Evening Phone	Authorization Name for use of Budget Code	Delivery Address		
Fax	Email	Billing Address		
Quantity 🗅 500 🗅 1,000 🗅	2,500 🖬 5,000 🛄 10,000 🛄 50,00	00 📮 100,000 📮 Other		
Envelope Style 🗅 Wove 🗋 Rag 🗋 Window				
Color One Color — Black Two Color — Black and Purple				

Your LSU Envelope Information:

Parent Signature: [see list provided]	
Department:	
Address:	
Secondary Mark*:	□ Yes

Department Here Louisiana State University Address Here • Baton Rouge, LA XXXXX	#10 Envelope
Optional Secondary Mark	

REQUISITION FOR LSU ENVELOPES

3555 River Road – Printing Office Phone: 225-578-2017 • Fax: 225-578-2807 Email: printing@lsu.edu • www.lsu.edu/pas

Job Number