

REQUISITION FOR LSU LETTERHEAD

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 Email: printing@lsu.edu • www.lsu.edu/pas

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.).
2. 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		Job Number	
Day Phone		Budget Code/Cash		Incoming Date	
Cell/Evening Phone		Authorization Name for use of Budget Code		Due Date	
Fax		Email		Pick up or Deliver	
				Delivery Address	
				Billing Address	

Quantity 500 1,000 2,500 5,000 10,000 50,000 100,000 Other _____

Color One Color — Black Two Color — Black and Purple Full Color

Parent Signature: _____
[see list provided]

Department: _____

Address: _____

Office Phone: _____

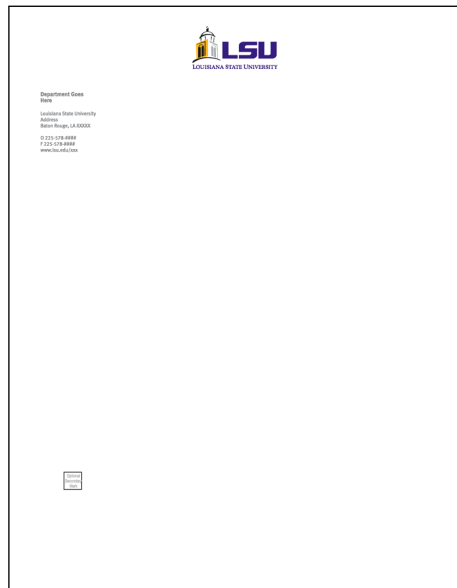
Fax: _____

Web Address: _____
[optional]

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Secondary Mark*: Yes *Secondary Mark must be approved by the Office of Public Affairs. It cannot be larger than the primary LSU logo and can only be used at a 30% screen.



Letterhead Option 1

Letterhead Option 2

Letterhead Option 3